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Volume 3, Number 6 *March 12-25, 1988*

UCSF Newsbreak

UCSF Becomes Smoke-Free June 6, Stop-Smoking Program Begins

Chancellor Krevans last week signed a "Smoke-Free Policy" which will apply to the entire campus, the Medical Center and all other UCSF facilities regardless of location.

This means that starting June 6, smoking will not be permitted in any indoor area, including administrative offices, labs, waiting rooms, hallways, clinics, private offices, classrooms, conference rooms, restrooms, lounges, elevators, lobbies or University vehicles.

The only exception to the policy will be for those few patients who are both in private rooms and have specific orders from the attending physician that they are allowed to smoke. These patients, however, may only smoke in their private rooms. Visitors will not be allowed to smoke in patient rooms.

The Smoke-Free Policy will be phased in over several months to give smokers the opportunity to adapt.

The campus has launched a series of lectures and programs to assist and encourage people who wish to quit.

One such smoking cessation program will begin in June. Sponsored by the Behavioral Medicine Unit of the Division of General Internal Medicine, this campus-wide program will be open to UCSF employees, faculty and students, as well as patients and community members. Steve Cummings, MD, will serve as medical consultant.

The program will consist of a series of 10 sessions over an 8-week period in which group participants will be provided with the skills necessary to become a non-smoker. Additional focus will be on weight gain prevention, exercise and medication support (Nicorette gum) during withdrawal. For further information on fees and exact times of group meetings, call Kathy McHenry, MS, MPH, RD, x69987.

Another way to try to quit is to join a free program offered by the Habit Abatement Clinic under Langley Porter. Directed by Sharon Hall, PhD, the clinic offers a smoking treatment program that includes extensive work on relapse prevention as well as weight management sessions. A $75 deposit is required, but is returned after completing the treatment sessions. The clinic offers day and evening sessions. For further information call x67453.

Three noontime events also have been scheduled on Thursdays over the next several weeks with the theme "1988: UCSF—A Smoke-Free Campus." They are:

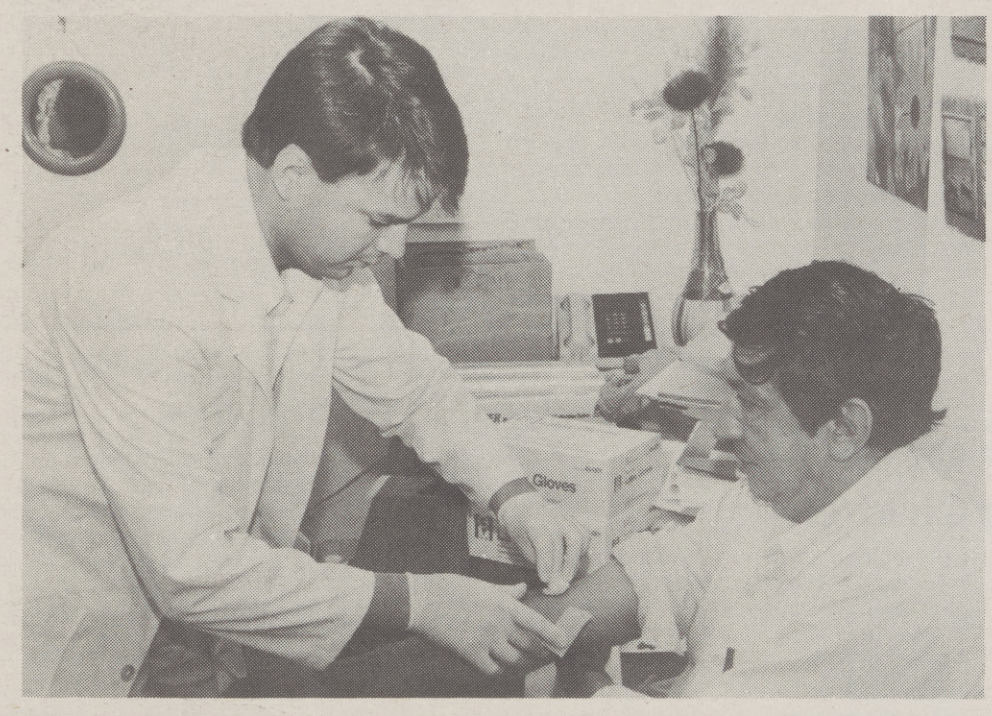
- March 24 in HSW 301: "Non-Smokers' Rights: UCSF, the Bay Area and Beyond." Virginia Ernster, PhD, associate professor, epidemiology & international health, will give an update on the most recent legislation and policies regarding your right to smoke-free air at work, in restaurants and other public places.
- April 21 in HSW 301: "How I Kicked the Habit." A panel discussion led by Sharon Hall, PhD, professor, medical psychology and director, Habit Abatement Clinic at LPPI. The panel, consisting of Med Center's Maggie Bryan and Ron Schumacher, otolaryngologist Herb Dedo, MD, Research & Development's Freeman Bradley, and Animal Care Facility's Joy Becker, will discuss how each managed to quit smoking.
- May 19 in HSW 300: "Involuntary Smoking." Stanton Glantz, PhD, associate professor, medicine; associate staff member, CVRI; and chair of the Bioengineering Graduate Group, will disucuss how "*your* smoking is bad for *my* health."

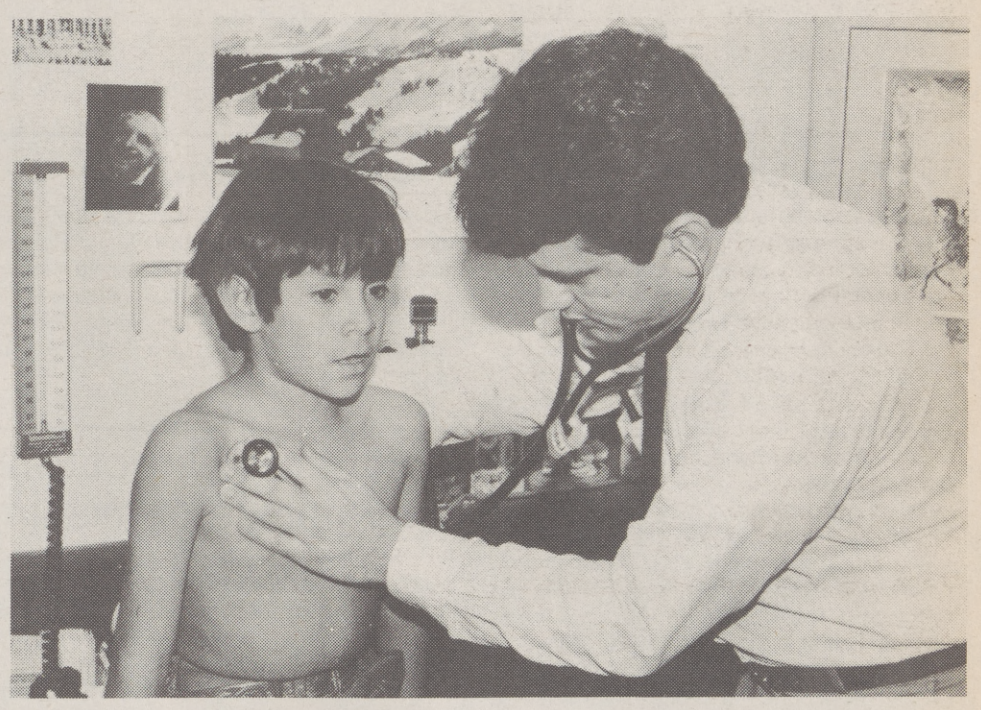
UCSF's new Smoke-Free Policy comes as a recommendation from a special committee which was formed last year to address the feasibility of making this campus smoke-free. The committee felt that, in view of the increasing evidence that both active and passive exposure to tobacco smoke is a major cause of cancer and heart disease, UCSF as a major health sciences campus should take the lead in developing a smoke-free environment.

The committee originally had intended to recommend to the Chancellor that limited "smoking permitted" areas be designated on campus. However, the only available areas in our buildings are a few lounges and restrooms which do not have adequate ventilation. According to the committee, making alterations to these rooms would cost the University thousands of dollars.

In order to see how the campus at large felt about a smoke-free UCSF, the committee sent a survey to some 11,000 campus staff, faculty and students, of which 33% responded. The results showed that 87% of those responding said they do not smoke. Of the non-smokers, 78% felt a smoking policy would have a positive result. Of the smokers who returned the survey—13%—one-fifth felt a smoking policy would have a positive effect, 38% felt there would be a negative effect, and 42% felt it would have no effect on them.

Students at UCSF Reach Out to the Mission at Recent Health Fair





Some 100 students from the UCSF schools of medicine, pharmacy and dentistry gave free health exams to residents of San Francisco's Mission District during a public health fair on February 27 at the Mission Neighborhood Health Center.

Sponsored by Chicanos in Health Education (CHE) at UCSF and the Mission Health Center, the fair had information and exhibits on AIDS, TB, diabetes, breast self-examination, CPR and nutrition. The medical exams included height, weight and blood pressure measurements as well as hearing, vision, urine and blood tests. Dental exams also were offered.

UCSF second-year medical student Roberto Azcarraga of CHE helped organize the fair.

On the left, first-year medical student Rick Stryker draws blood to screen for glucose levels and anemia, while (right) third-year medical student Norman Lacayo checks the heart beat of Vasney Maldonado.

Study Shows UCSF Pours Three Quarters of a Billion Dollars into Bay Area

Our campus poured almost one-half of a billion dollars into the City of San Francisco last year.

The figure climbs to more than $700 million in the nine-county Bay Area. Three-fourths of the money comes from non-state funds which would not be spent here if it were not for the presence of UCSF.

The campus payroll of more than $300 million in 1985/86 (the last year for which comparative figures were available) was larger than the annual payrolls of each of San Francisco's insurance, real estate, restaurant, hotel and motel or printing and publishing industries.

The figures, which were generated from an economic impact study conducted for UCSF by the firm of Peat Marwick in November 1987, demonstrate the importance of this campus to the economic health of San Francisco and the entire nine-county region.

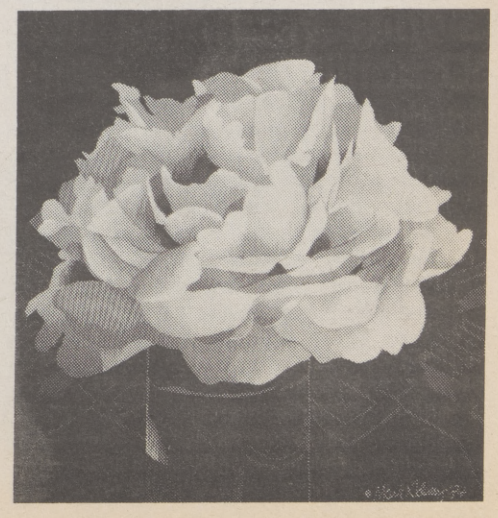
With more than 11,000 full-time and part-time faculty and staff located in San Francisco, the Bay Area and elsewhere in the state, in 1986/87 UCSF remained San Francisco's second largest non-government employer, right behind Bank of America. Staffing requirements made UCSF one of the City's largest employers of entry level workers as

(continued on page 2)

Founders Day April 7, 8

The campus will celebrate Founders Day on Thursday and Friday, April 7 and 8. See the next issue of *Newsbreak* for all the details on the 31st Faculty Research Lecture, the UCSF Medal winners, a special awards luncheon and a student "Roaring '20s" dance to be held Saturday night, April 9, at the Gift Center, 888 Brannan Street.

On the right is a reproduction of a color tapestry by California artist Mark Adams, which has been selected as the image for this year's Founders Day publications.



Safeguard Your Children During Poison Prevention Week March 20-26

Accidental poisoning of children under five years old accounts for 70 percent of the poisonings in the US every year, and many are accidents that might have been prevented. The SF Bay Area Regional Poison Control Center at SFGH urges parents to take time during National Poison Prevention Week, March 20-26, to safeguard their children against these tragedies.

The Center, which is staffed by UCSF School of Pharmacy faculty, has several suggestions on how to poison-proof your home:

- Use child-resistant containers when you can.
- Don't take your own medicine in the presence of children. And don't tell them it's candy.
- Store cleaning supplies out of sight and out of reach of children. Use child-resistant safety latches on storage cupboard doors. And when you are using cleaning supplies, keep them in your sight.
- Keep products in their original containers. Some serious poisoning of children *and* adults occurs when medicines or household products are stored in familiar drink or food containers.
- Keep a bottle of Syrup of Ipecac, used to induce vomiting, in a convenient place, out of the reach of children. But, call the Poison Control Center at 476-6600 or your physician before using it because it can be harmful if used improperly.
- Keep emergency numbers and the number of the Poison Control Center near the phone. Thanks to a grant from the State of California, callers outside the 415 area code now can reach the Center by dialing toll free 800-523-2222. The Center is open 24 hours a day, 7 days a week. If you wish to call the Center for general information or written materials, *and it is not an emergency*, call 821-5524 weekdays, 8 a.m. to 5 p.m.

Also as part of Poison Prevention Week, UCSF clinical pharmacist Linda Bernstein, PharmD, has devoted four half-hour radio shows during the month of March to discuss poisonings and how to prevent them. The interviews are part of her weekly radio program, "In the Medicine Cabinet," which airs on KFRC Radio (AM 610) every Sunday morning from 7 to 7:30 a.m.

The three remaining shows are:

- March 13: "Environmental Hazards" with Frank Mycroft, PhD;
- March 20: "Poisonous Bites and Stings" with Howard McKinney, PharmD;
- March 27: "Plant and Mushroom Poisonings" with Ilene Anderson, PharmD.

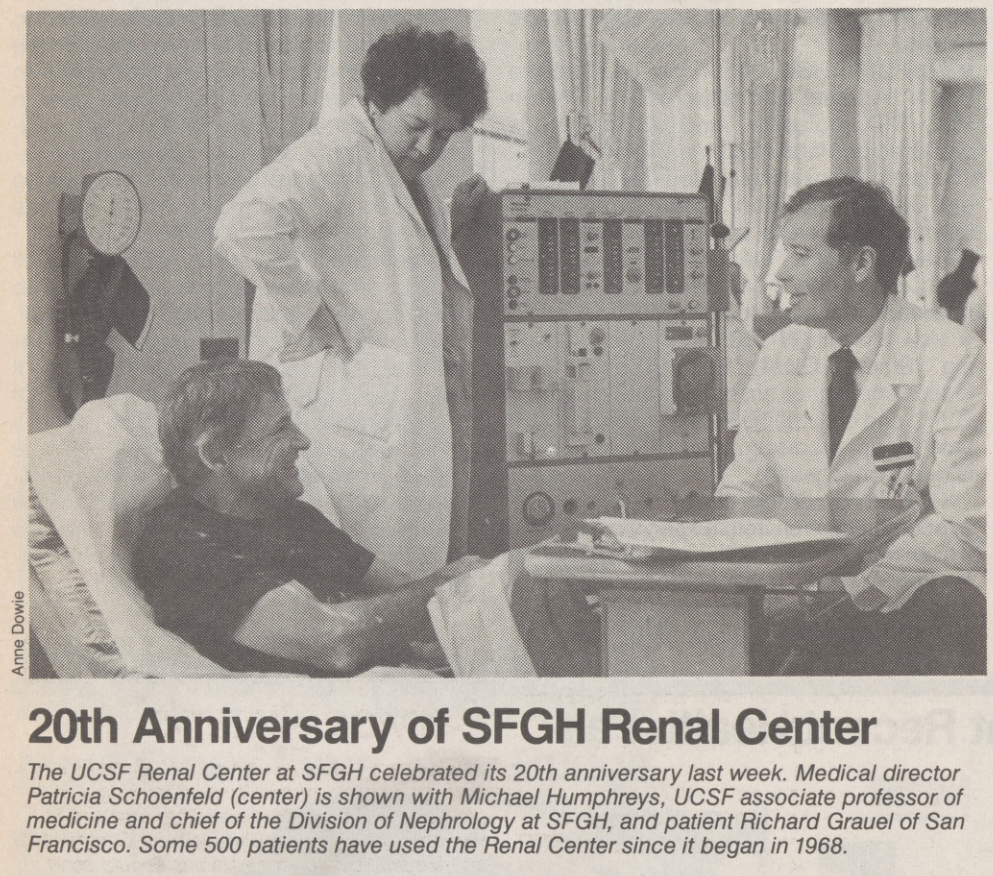
Like to read, row, ride motorcycles, play golf, chess or go to movies? Maybe you'd be interested in knowing that EMPACT! sponsors clubs for all these activities, such as the reading club, pictured above. The reading club, which meets the last Tuesday of every month from 6:30 to 8:30 p.m. in the MU Board of Governors Room, has just announced its spring reading selections. Call EMPACT!, x66932, for details on this and other clubs.

EMPACT! Presents the Olympic Skaters

Here's your chance to see the Olympic figure skating champions in person, direct from the 1988 Winter Olympics in Calgary. EMPACT! is sponsoring UCSF night at the "'88 Tour—Olympic and World Figure Skating" at the Cow Palace on Sunday, May 29, at 8 p.m. You'll see gold, silver and bronze medalists Katarina Witt, Brian Boitano, Elizabeth Manley, Debi Thomas and all the other stars of the ice skating world. This is early notice, but the number of tickets is limited and quite a few already have been sold. If you plan to go, you need to buy your tickets right away. Tickets are $18.50, off center dress circle seats. Buy them at the MU Central Desk.

Also for your pleasure:

- **Go Rock Fishing with the Oyster Pointers.** Fred Logan from Materiel Management at Oyster Point is getting a group together to go rock fishing the end of March. Interested in joining them? Call Fred at x65761.
- **Last Call for "Greater Tuna" tickets!** The show is Thursday, March 17, 8 p.m., and tickets are $13. Buy them now at the MU Central Desk.
- **It's time to sign up your kids for the YMCA spring vacation camp.** The sessions run Monday through Friday, March 28 to April 1, and again from April 4 to 8. Transportation from Parnassus campus is available during the first session. Call the Stonestown YMCA at 759-9622 to sign up or for further information.



Anne Dowie

20th Anniversary of SFGH Renal Center

The UCSF Renal Center at SFGH celebrated its 20th anniversary last week. Medical director Patricia Schoenfeld (center) is shown with Michael Humphreys, UCSF associate professor of medicine and chief of the Division of Nephrology at SFGH, and patient Richard Grauel of San Francisco. Some 500 patients have used the Renal Center since it began in 1968.

Clue to Common Cancer Complication

UCSF researchers and their colleagues are close to solving the mystery of why some 10 percent of all cancer patients develop hypercalcemia—high blood calcium—that can cause fatal brain and kidney damage.

"The evidence is pointing to a protein made by the tumor cells," said Gordon J. Strewler, MD, UCSF associate professor of medicine and clinical investigator at the VAMC. "And that opens the door to designing better treatments."

Using tiny amounts of radioactivity to track chemicals in cell cultures, the researchers found that the recently discovered protein mimicked several functions of parathyroid hormone (PTH), which normally controls calcium and phosphorous metabolism. Most important, the protein caused release of calcium from bone—a strong clue that it may play a role in hypercalcemia.

The findings were reported in the December issue of the *Journal of Clinical Investigation* by Strewler; UCSF physiologist Robert Nissenson, PhD, a VAMC associate career research scientist; and their colleagues at the VAMC, Northwestern University Medical School in Chicago, and Merck, Sharp and Dohme Research Labs.

Nominations Sought for Harris Award

Nominations now are being sought for the annual John B. Harris Award, given to a graduating UCSF student who best exemplifies the qualities of the late Dr. Harris.

A faculty member of the Department of Medicine until his death in 1973, Harris was a dedicated scholar who was active in the Civil Rights Movement and interested in extending educational opportunities to disadvantaged students.

Nominations may be submitted by faculty, administrators, staff and members of the graduating classes of the four professional schools and the Graduate Division, and should be sent through the appropriate school's student affairs office by Monday, April 4. Nominees need to be 1988 graduates. For further information call Sharon Lindeman, x64776.

Hatcher to Direct $1.25 Million Study on Families of Missing Children

A new UCSF study hopes to minimize the trauma suffered by individuals like the Davies family of San Mateo, whose son, John, was abducted six years ago and was missing until his remains were found five years later.

A $1.25 million grant from the US Department of Justice's Office of Juvenile Justice and Delinquency Prevention will allow UCSF to study psychological problems that occur after a child is abducted or missing. The findings will help agencies and professionals who aid families of missing children.

"Few issues in recent years have generated as much legislative, media and public group activity as the problem of missing children," said UCSF psychiatrist Chris Hatcher, PhD, who will head this new study.

"Much of the change in public concern and policy has proceeded without one essential component—a scientific basis of knowledge about the problem. It is this task that must now be addressed."

The emphasis of the three-year study will be on family members of missing children, said Hatcher, who directs the Family Therapy Program at Langley Porter Psychiatric Institute.

UC Invites You to an Expedition

Ever feel like doing something really different? How about working alongside researchers in the field, making discoveries that other people can read about?

If your answer is yes, why not look into the University Research Expeditions Program? UREP specializes in matching people from the general public who are interested in joining worldwide research expeditions with scientists in need of field teams and funding to continue their work.

Expeditions range from excavating Eskimo villages in Alaska to understanding how the sharecroppers survive in Brazil; from studying Ecuador village health care to diving for sponges in the South Pacific.

One project of particular interest involves UCSF psychiatrist Lydia Temoshok, PhD, who will be studying "AIDS in Amsterdam: The Dutch Response" for four weeks during the months of June and July. The study will document the public and institutional response to AIDS in Amsterdam in an effort to help health care professionals at home and abroad design better programs to prevent and counteract the spread of ignorance and panic associated with the disease.

For further information, write UREP, University of California, Desk K-22, Berkeley, CA 94720, or call 642-6586.

"Gone With the Wind" Managing UC's Money

"Gone With the Wind" is not only a classic movie, but it's an expression sometimes used when your department ends up with far less money in its budget than you ever thought possible.

But, maybe there's help.

You can learn how to manage UCSF money by attending a one-day seminar on Thursday, March 17, at the UCSF Laurel Heights Conference Center. The meeting will include four panel discussions on: an overview of fund management, some specific sources of funds available to departments, solving problems with computers, and presenting information and influencing decisions.

The seminar is sponsored by the Professional Development Committee of the UCSF Academic Business Officers' Group. Registration fee is $60. For further information call Karla West, x61951.

Economic Impact *(continued)*

well as a magnet for well-educated and highly skilled labor.

Thirty-five percent of UCSF's jobs were held by minorities. Women made up 59 percent of the work force and 41 percent of the management staff.

Minority and female-owned businesses benefited as well. In 1986/87, almost half—or $9.3 million—of UCSF's construction contract dollars went to such enterprises, as did another $14 million in goods and services.

Of the $430 million UCSF paid in wages, benefits and student financial aid in 1986/87, approximately $213 million flowed back into the San Francisco economy for housing, food, transportation, clothing, health care and other needs. The figure grows to $329 million when the nine-county Bay Area region is included.

Come Up and See Me Sometime

Allen Terry, administrative assistant in pediatrics, says, "Boy, what a drag," when he thinks of the benefit performance of Diamond Lil at ACT on February 5. The performance included a Mae West look-alike contest in which Allen took third. All proceeds from the event went to Project Open Hand, which serves hot meals to needy AIDS patients.

UCSF *Newsbreak*

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Deadline for the next issue, which will cover March 26-April 8, will be at 11 a.m., Tuesday, March 15. Please send campus news copy to Allen Balderson, Medical Center news to Dawn Finch, and calendar and gazette items to Donald Hickerson, all at Box 0462. Last-minute copy can be taken over the telephone by calling x61541 or x62557.

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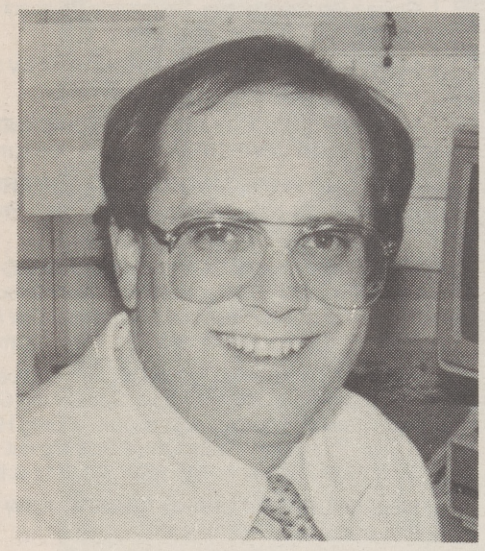
Michela Reichman, Assistant Chancellor—Communications

Gazette

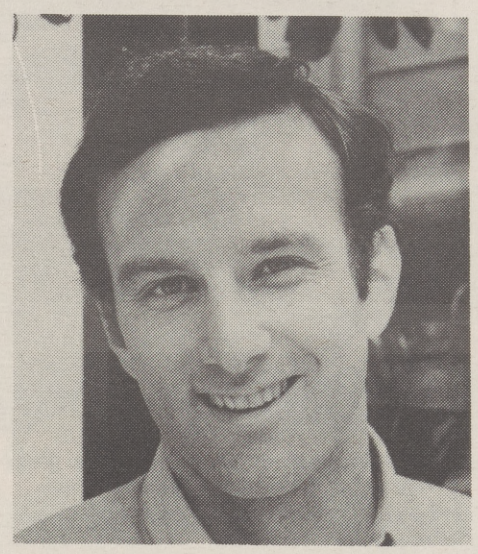
Honors & Awards



Perrott

David H. Perrott, acting assistant professor, oral & maxillofacial surgery: Awarded the Fred A. Henny Fellowship by the American Association of Oral & Maxillofacial Surgeons. He will receive $30,000 to $50,000 for his project "Growth & Remodeling of Autogenous Costochondral Temporomandibular Joint Reconstruction in a Monkey Model."

Ernest Newbrun, professor, oral biology, periodontology & stomatology: Elected president-elect of the International Association for Dental Research.

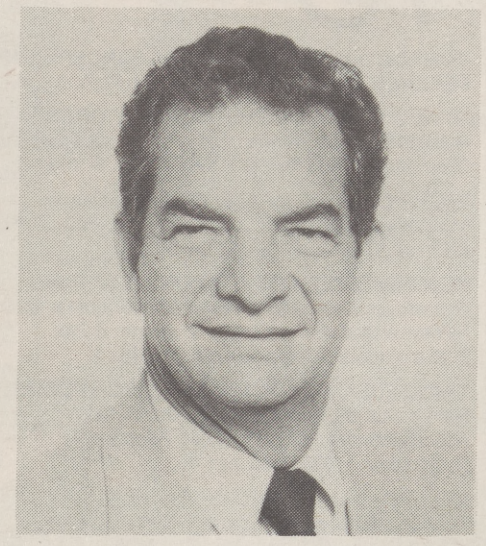


Pearlman

David Pearlman, visiting resident postdoctoral fellow, pharmaceutical chemistry: Appointed the Merck Postdoctoral Fellow of the Department of Pharmaceutical Chemistry.

Roy H. Steinberg, professor, physiology & ophthalmology: Invited to deliver the keynote address at the Congress of the Japanese Ophthalmological Society meeting in Kyoto, March 26. He will speak on "RPE-Photoreceptor Interactions and the Electroretinogram."

John S. Greenspan, professor & chair, oral biology & stomatology; professor, pathology: Assumed the post of president of the American Association for Dental Research.

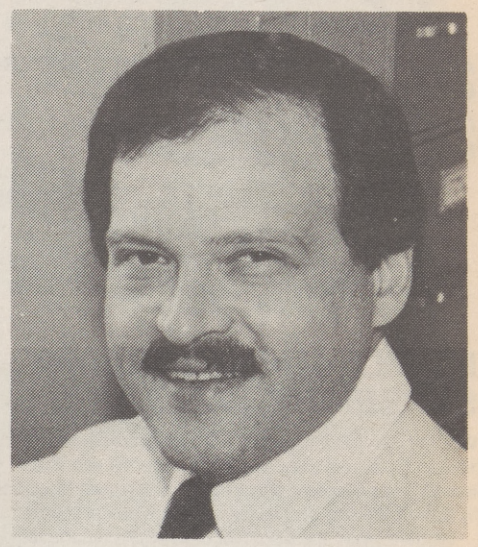


Douglass

Gordon Douglass, associate clinical professor, restorative dentistry: Awarded the Golden Poppy Award by the California Dental Laboratory Association.

Charles H. Hine, emeritus professor, environmental & occupational medicine & toxicology: Winner of the Health Achievement in Occupational Medicine Award of the American Occupational Medicine Association.

Appointments



Weiss

Arthur Weiss, chief, rheumatology & clinical immunology. Assistant professor of medicine and assistant investigator at the Howard Hughes Medical Institute at UCSF since 1985, Weiss came to UCSF in 1980 as a medicine resident following a postdoctoral fellowship at the Swiss Institute for Experimental Cancer Research in Lausanne. He is a member of the American Association for the Advancement of Science and a councilor of the American Federation for Clinical Research, 1986-91. His primary research interests are in the T-cell antigen receptor and mechanisms of lymphocyte activation.

Marvin H. Sleisenger, acting director, UCSF Cancer Research Institute. Recently appointed vice chair for academic affairs in the Department of Medicine, Sleisenger came to UCSF in 1968 as professor and vice-chair of medicine and chief of medicine at VAMC. A specialist in gastroenterology, he is a former president of the American Gastroenterological Association, a master of the American College of Physicians and a fellow of the Royal Society of Medicine in London.

In Memoriam

Hulda Thelander, clinical professor emeritus, pediatrics. A national authority on birth defects and founder of the Child Development Center at Children's Hospital in San Francisco, Thelander was associate clinical professor at both UCSF and Stanford. She served as chief of pediatrics at Children's from 1951 to 1961 and started their hematology, cerebral palsy and neurology clinics as well as services for brain damaged children. Among her many awards were an honorary doctorate of laws degree from UCSF in 1964 and Woman of the Year Awards from the American Medical Women's Association and the *SF Examiner*. After she retired, Thelander enrolled as a student in the UCSF School of Medicine because, she said, she had a thirst for more knowledge. She graduated in 1971. Donations may be made to the Child Development Center or the Perinatal Center, Children's Hospital, 3700 California St., SF 94118.

Louis E. Gonzales, associate professor, dental public health & hygiene & restorative dentistry; director, UCSF/SFGH Community Dental Clinic. A 1974 School of Dentistry graduate, he was appointed lecturer that same year and, in 1975, co-director of the Recruitment & Retention of Minority & Disadvantaged Students Program. In 1979 he became staff dentist at the UCSF/SFGH Clinic and director in 1981. An associate clinical professor since 1985, he was a founding member of the Hispanic-American Dental Association and a consultant to the US Department of Health & Human Services. His numerous awards included seven for Excellence in Teaching, five from the American Heart Association for his community service work and a special honor from the Latin American Dental Society. Contributions may be made to Dr. Louis Gonzales Scholarship Fund, c/o Dr. William Hoskins, UCSF School of Dentistry, Office of Student Affairs, Rm. S 619, Box 0429.

Promotions

Promotions are made available to this publication after they are processed by the Personnel Department.

Nancy Butte, administrative assistant I, Cardiovascular Research Institute.

Ernestine Dillon, senior administrative analyst, medical group billing services.

Thomas Fleming, buyer IV, materiel management.

Donna Goodale, administrative assistant II, growth & development, Center for Craniofacial Anomalies.

Annamarie Jacobe, telecommunications assistant I, hospital telecommunications.

Douglass Lesser, stores supervisor, materiel services.

Clive McFarlane, surgical technician, operating room.

Joyce McKinney, administrative analyst, School of Medicine dean's office.

Saiya Remmler, staff research associate I, medicine.

Jocelyn Renzi, secretary II, laboratory medicine.

Pauline Wong, senior accountant, professional services.

Service Awards

Service awards are issued on staff member's tenth anniversary of employment (or longer, in increments of five years). Names are provided by Personnel as awards are processed. Campus and Medical Center departments should send criteria to Personnel as employees become eligible for service awards.

Antonio Abregana, 10 years, Patient Escort Service

Brenda J. Adams, 10 years, Accounts Receivable

Mark Bradley, 10 years, Environmental Services

Illuminada Bunch, 15 years, Accounts Receivable

Ella Drumgoole, 20 years, Radiation Oncology

Kwok-Fou, 15 years, Radiology

Paul D. Gonzalez, 25 years, Physical Plant

Delores Isaacson, 10 years, Radiology

Elba Lopez, 10 years, Environmental Services

Cynthia A. Lynch, 10 years, Office of Legal Coordination

Jess V. Mata, 10 years, Pathology

Isiah Mitchell, 10 years, Radiology

William J. O'Connell, 20 years, Radiology

Dolores A. Phillips, 20 years, Orthopedic Surgery

Ida Red, 10 years, School of Nursing

Contracts & Grants Awarded

Charles E. Becker, Medicine, SFGH, S/M, $35,500, Mental Health, CA Department of Health & Welfare, *MOU/Neurotoxicology of Airline Spray Painters*.

Christopher C. Benz, Cancer Research Institute, S/M, $136,712, NIH National Cancer Institute, *Investigations into the Selectivity & Monitoring of Antimitochondrial Chemotherapy*.

Virginia L. Ernster, Epidemiology & International Health, S/M, $863,332, NIH National Institute of Dental Research, *Smokeless Tobacco: Oral & Other Health Effects*.

Knute A. Fisher, Cardiovascular Research Institute, S/M, $132,607, National Institute on Drug Abuse, *Drug-membrane Interactions*.

Robert J. Fletterick, Biochemistry, S/M, $110,056, NIH National Institute of Diabetes & Digestive & Kidney Disorders, *Structural Analysis of Engineered Trypsin*.

Dieter Cotter Gruenert, Cardiovascular Research Institute, S/M, $79,330, NIH National Institute of Diabetes & Digestive & Kidney Disorders, *Cystic Fibrosis: Cell Transformation & Characterization*.

Elliott K. Main, Ob/Gyn, S/M, $130,540, NIH National Heart, Lung & Blood Institute, *Research on Hypertension in Pregnancy - HLA Regulation in Normal & Preeclamptic Tropho*.

Kenneth R. Pelletier, Medicine, S/M, $169,891, CA Department of Health & Welfare, *Self-help Stress Management Program - Public & Professional Dissemination Plan*.

Ronald D. Vale, Pharmacology, S/M, $150,343, NIH National Institute of General Medicine Sciences, *Molecular Characterization of Microtubule-based Organelle Transport*.

Girish N. Vyas, Laboratory Medicine, S/M, $10,000, Food and Drug Administration (FDA), *Symposium on Transfusion-related Infections & Immune Response/ Conference Grant.*

Zena Werb, Laboratory of Radiobiology & Environmental Health, S/M, $184,230, NIH National Institute of Child Health and Human Development, *Metalloproteinases in Peri-implantation Development*.

Dean's Prize for Student Research

School of Medicine Dean Rudi Schmid, MD, has presented third-year student Darel Butler of Memphis, Tenn. and first-year student Genesa Grisham of Studio City with the Dean's Prize for Student Research.

Under the sponsorship of neurologist Stanley Prusiner, MD, Butler's research was on "Scrapie-Infected Cells Produce Prion Proteins." Grisham's research, under sponsor immunologist Matthias Wabl, PhD, was "Characterization of a Mouse Hybridoma Cell Line with Kappa (K) Light Chain Inclusion Bodies."

Honorable mentions went to second-year student Ralph Gonzales of Turlock for "Sympathetic Postganglionic Neurons Synthesize Hyperalgesic Prostaglandins" (sponsor Jon Levine, MD, PhD, medicine and anatomy); first-year student Scott Kogan of Stamford, Conn. for "Identification of New Hemophilia A Mutations" (sponsor Jane Gitschier, PhD, medicine and Howard Hughes Medical Institute); and first-year student Joshua Niclas of Portola Valley for "Cellular Transformation of Rat-1 Cells by the EJras Oncogene Induces Synthesis of the Placental Plasminogen Activator Inhibitor (PAI-2)" (sponsor Marc Shuman, MD, medicine and Cancer Research Institute).

Special recognition for continuing excellence in research went to third-year student Mark Goldsmith of Kentfield for "Mutational Analysis of the Human T-Lymphocyte Antigen Receptor Complex" (sponsor Arthur Weiss, MD, PhD, medicine and microbiology); and second-year student Hiten Madhani of Bellevue, Wash. for "Ribosomal Frameshifiting: Suprises from the Human Immunodeficiency Virus" (sponsor Harold Varmus, MD, microbiology, biochemstry/biophysics). Both Goldsmith and Madhani are in the Medical Sciences Training Program, in which graduates receive both their MD and PhD degrees.

All seven students were honored at a reception on March 4 at the Faculty/Alumni House.

The Honorees: (seated) Darel Butler, Hiten Madhani, Genesa Grisham, Ralph Gonzales; (standing) Scott Kogan, Mark Goldsmith, Joshua Niclas.

Today/Tomorrow

12 Saturday

ANESTHESIA MORBIDITY/MORTALITY CONFERENCE. HSW 301. 8-10 a.m.

ORTHOPEDIC GRAND ROUNDS. VAMC Aud. 8-9 a.m.

14 Monday

MOBILE MAMMOGRAPHY SCREENING SCHEDULE

Women can have low-cost mammograms—x-rays to screen for breast cancer—from a mobile van that travels to convenient shopping or downtown locations in San Francisco and remains for a week at a time.

Women need the approval of their physicians to have the mammogram. The procedure takes approximately 20 minutes and costs only $40. To make an appointment call 990-0459 or x62193 between 9 a.m. and 3:30 p.m.

The van will be at the following locations for the next two weeks:

Mar. 14-18: Taraval St. between 17th & 18th Aves.

Mar. 21-24: Civic Center, on McAllister between Polk & Larkin. (Closed Mar. 25)

OTOLARYNGOLOGY CONFERENCE: *Benign Disorders of the Larynx.* Kelvin Lee, Oto. *Olfactory Testing.* Vivian Weigel, Oto. S 214. 8-10 a.m.

LESBIAN SUPPORT GROUP. N 527. Noon-1 p.m.

PATHOLOGY RESEARCH SEMINAR: *Primary Culture of Breast Epithelial Cells in Three-Dimensional Collagen Gels.* Jason Yang, Path. HSW 508. Noon.

JEWISH WOMEN'S SUPPORT GROUP: For Jewish women working or studying at UCSF. Noon-1 p.m. For location call x65836.

DERMATOPHARMACY SEMINAR: *LDV & Vasodilation.* Mitsuhiko Hori, Dermpharm. S 940. Noon-1 p.m.

OVEREATERS ANONYMOUS MEETING: N 417. 12:10 p.m. Call Janet x61504.*

LABORATORY MEDICINE CORE CURRICULUM: *Prenatal Diagnosis of Hematologic Disorders.* Yuet W. Kan, Med. & Lab. Med. *Screening of Newborns for Hemoglobinopathies.* Bertram Lubin, Ped. L 535. 2-3:30 p.m.

SOKOLOW SCIENTIST LECTURES MAR 15, 17

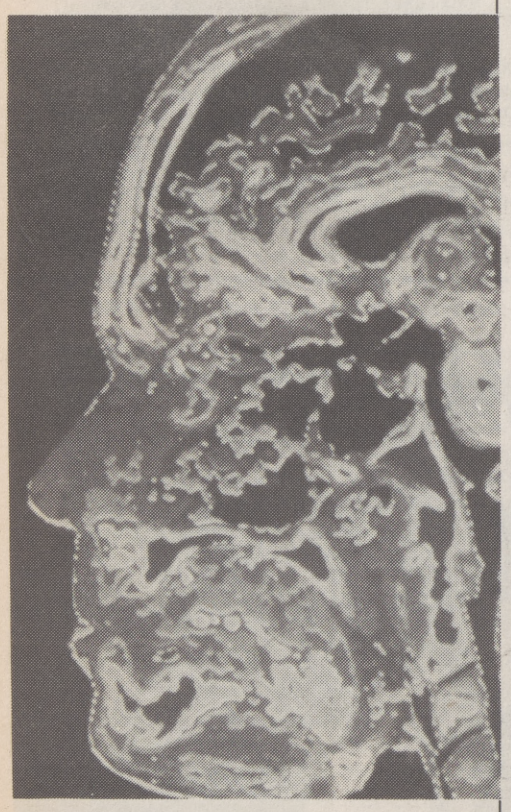
Webster Cavenee, director, Ludwig Institute for Cancer Research, Montreal, is the Ninth Annual Ethel & Jane Sokolow Visiting Scientist.

Tues., Mar. 15: *Recessive Oncogenes.* HSW 301. 4 p.m.

Thurs., Mar. 17: *Molecular Genetics & Diagnosis of Predisposition to Human Cancer.* S 1364. Noon.

LABORATORY MEDICINE GRAND ROUNDS: *Ribosomal RNA Genes of* Pneumocystis carinii. Jeffrey C. Edman, Lab. Med. L 535. 4-5 p.m.

BIOCHEMISTRY & BIOPHYSICS SEMINAR: *Genes that Control Aspects of Nematode Development & Behavior.* Bob Horvitz, Bio., MIT. HSW 301. 4 p.m.



CVRI LECTURE: *Mechanisms of Muscular Fatigue Determined by NMR Spectroscopy.* Joan Dawson, Physio. & Biophys., U Illinois. S 1364. 4-5:30 p.m.

UROPHYSIOLOGY CONFERENCE: *Nuclear Imaging in Urology.* Barry A. Kogan, Ped. Uro. M 460. 4:30-6 p.m.

15 Tuesday

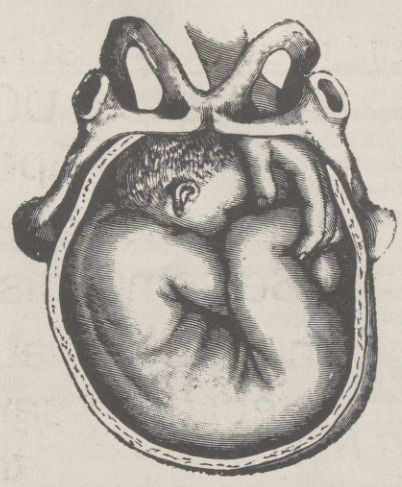
COMBINED MODALITY BREAST CANCER CONFERENCE. Surg. Clin. Conf. Rm., 6th Fl. A. 8 a.m.

ORAL & MAXILLOFACIAL SURGERY GRAND ROUNDS: *Management of the Patient with Bleeding Disorders.* Marion Koerper, Ped. C 701. 8-10 a.m.

SFGH PEDIATRIC GRAND ROUNDS: *Cardiomyopathy in Childhood.* Julien Hoffman, Ped., CVRI & Physio. Carr Aud., SFGH. 8-9:30 a.m.

NEW EMPLOYEE ORIENTATION: *UCSF Policy, Procedures & Benefits.* Presented every other Tues. All new employees are urged to attend. S 214. 8:30 a.m.-noon. To register call x61645.

TRANSFUSION MEDICINE RESEARCH FORUM: Rehearsals of presentations for Transfusion-Associated Infections & Immune Response Symposium. L 535. 8:30 a.m.



OB/GYN & REPRODUCTIVE SCIENCES GRAND ROUNDS: *Abortion, Fetal Rights & Use of Fetal Tissue.* Robert Nelson, Ped. Crit. Care Med. & Med. Ethics. S 1364. 9 a.m.

SFGH MEDICINE GRAND ROUNDS. Carr Aud., SFGH. 11:30 a.m.

JOYCE ZARLING ON AIDS

AIDS IMMUNOLOGY SEMINAR: *T-Cell Immunity & Antibody Heteroconjugates Against the AIDS Virus.* Joyce Zarling, Oncogen Co., Seattle. HSW 300. Noon.

OBSTETRICS, PEDIATRICS & ANESTHESIOLOGY CONFERENCE: John L. Kitzmiller, Ob/Gyn; Roderic H. Phibbs, Ped. & CVRI; Sol Shnider, Anes. & Ob/Gyn. M 1486. Noon.

INTERNATIONAL FOLK DANCING: Line dancing led by Dean Linscott. No partner needed, beginners welcome. MU Gym. 1:15-2:30 p.m. $2.*

UCSF/UCB JOINT BIOENGINEERING SEMINAR: *Thermally Reversible Polymers & Hydrogels in Diagnostics & Separations.* Allan S. Hoffman, Bioengr., U Washington. 240 Bechtel, UCB. 3-4 p.m.

SFGH GI-MEDICINE/SURGERY/RADIOLOGY IMAGING CONFERENCE. Rm. 1X58, SFGH. 4-5 p.m.

16 Wednesday

HAND SURGERY CONFERENCE: *Evaluating the Claw Hand.* Woodward Coleman, Plast. Surg. S 214. 7-8 a.m.

SFGH ORTHOPEDIC SURGERY STAFF CONFERENCE. Rm. 5K8, SFGH. 7:30-9 a.m.

MULTIDISCIPLINARY TUMOR BOARD: M 1296. 7:30 a.m. Call Michele Hinojosa, coordinator, x61662.

PSYCHIATRY GRAND ROUNDS/CROSS-CULTURAL ISSUES SERIES: *Structure of the Science-Technology Community: An Ethnographic Study.* Margaret Brenman-Gibson, Psychr., Harvard. LPPI Aud. 8-9 a.m.

DERMATOLOGY CONFERENCE: *Antivirals in Dermatology.* Danny King, Derm. HSW 301. 8 a.m.

NUCLEAR MEDICINE SEMINAR. L 340. 8:30-9:30 a.m.

ENDOCRINE GRAND ROUNDS: *Corticotropin Releasing Hormone.* Paul M. Plotsky, Salk Inst. M 1486. 8:30 a.m.

ANATOMY SEMINAR: *Chemistry & Connectivity in the Forebrain Auditory System.* Jeffrey A. Winer, Physio. Anat., UCB. HSE 1309. Noon.

BROWN BAG LECTURE SERIES: *Lovastatin: A New Drug for Lowering Cholesterol Level.* Philip H. Frost, Med. & CVRI. HSW 300. Noon. Also telecast live to SFGH, Carr Aud. & CED, 3rd Flr. Commons Rm. Videotapes available for viewing in HSE 345, SIMA unit, UCSF Library. Call x64394.*

WOMEN & SPIRITUALITY MEETING: Landberg Center, 1290-5th Ave. Noon-1 p.m. Call 564-3515 for further info.*

PARNASSUS AL-ANON MEETING: For friends & families of alcoholics. C 517. Noon-1 p.m.*

TWO WORLDS: Coed Asian-American group. Noon-1 p.m. Call Chris x65683 for location.

HEAD & NECK TUMOR CONFERENCE. A 723. 1 p.m.

PHYSIOLOGY SEMINAR: *Hypothalamic Releasing Factors.* Paul Plotsky, Peptide Bio. Lab, Salk Inst. HSW 303. 4 p.m.

VASCULAR SURGERY GRAND ROUNDS. 7 Long Solarium. 4-5:30 p.m.

TRISERVICES CARDIOLOGY CONFERENCE. S 1364. 4:30-5:30 p.m.

SFGH GI-MEDICINE/SURGERY PATIENT CARE CONFERENCE. Rm. 4H2, SFGH. 4:30 p.m.

CHILD NEUROLOGY CONFERENCE. M 666. 4:30 p.m.

PATHOLOGY GRAND ROUNDS—BASIC SCIENCE INTERFACE: *Equal Restrictive Fragment Polyamorphism.* David Cox, Ped. & Biochem/Biophys; Jeffrey Edman, Path. HSW 508. 5:15-6:15 p.m.

17 Thursday

MEDICAL GRAND ROUNDS: *Rheumatic Fever: Forgotten but not Gone.* Alan Bisno, Med., U Miami & VAMC-Miami. Toland Hall. 8-9 a.m.

SFGH NEUROLOGY-NEUROSURGERY CONFERENCE. Rm. 4H2, SFGH. 8-9 a.m.

OPHTHALMOLOGY GRAND ROUNDS: *Current Status of 'Complicated Retinal Surgery' (Tacks, Gas & Silicone).* Panel discussion with Maurice Landers, Oph., UCD; Alex Irvine, Walter Stern & Arthur W. Allen, all Oph. Preceded by case presentations: *Neuro-Ophthalmology.* S 214. 8:15-10 a.m.

GONE WITH THE WIND

Managing Money at UCSF. An all day program sponsored by ABOG Professional Development Committee. UCSF-Laurel Heights. 8:15 a.m.-5:30 p.m. (For details see story on page 2.)

PEDIATRIC GRAND ROUNDS: *Borderline Children: A Confusing Clinical Picture.* Graeme Hanson, Ped. & Psychr. S 664. 8:30-9:30 a.m.

OCCUPATIONAL & ENVIRONMENTAL MEDICINE GRAND ROUNDS: *Reproductive Risk Assessment: Case Report of Ribavirin Aerosol.* Robert Harrison, Med. HSE 336. 9-10 a.m.

PRIMARY CARE LECTURE SERIES: *Pharmacology of Aging.* Edmund Lonergan, Med. *MediCal/Medicare—National Health Insurance.* Joseph Barbaccia, Fam. & Comm. Med. A 455. 10 a.m.-noon.

PEDIATRIC TUMOR BOARD. L 34. 11 a.m.-12:15 p.m.

NEUROLOGY GRAND ROUNDS: *Pain Following Traumatic Injury to the Spinal Cord.* Howard L. Fields, Neuro. & Physio. S 664. 11:10 a.m.-12:05 p.m.

RADIOBIOLOGY & ENVIRONMENTAL HEALTH SEMINAR: *SOS Induced Repair of Replication-Blocking Lesions.* Priscilla Cooper, LBL. LR 213. Noon.

GAWIN ON COCAINE

PSYCHIATRY SPECIAL SEMINAR: *New Conceptualization in Cocaine Abuse Treatment & Research.* Frank Gawin, Psychr. & Stimulant Abuse Trtmt. Prog., Yale. LPPI Aud. Noon.

NEURO-ONCOLOGY TUMOR BOARD. L 34. 12:30-1:30 p.m.

PROCTOR FOUNDATION RESEARCH SEMINAR: *Histochemical Staining in Toxoplasma Infected Guinea Pig Conjunctiva.* Rosemarie Breitbach, Proctor Fdtn. S 318. 3 p.m.

NEURORADIOLOGY CONFERENCE. HSW 303. 4-5 p.m.

MEDICINE/SURGERY ADULT CARDIAC CATHETERIZATION CONFERENCE. L 1161. 4-6 p.m.

UROLOGIC PHYSIOPATHOLOGY CONFERENCE: *Formation of Urethral & Ureteral Strictures.* Paul Klosterman, Path. M 460. 4:30-6 p.m.

RADIATION ONCOLOGY CHAIRMAN'S RESEARCH CONFERENCE: *Altered Heat Shock Proteins in a Heat Resistant Mammalian Cell Line.* Robin Anderson, Radiol, Stanford. L 34. 5 p.m.

RADIOLOGY GRAND ROUNDS: *Malpractice & Risk Management: Views from Both Sides of the Courtroom.* Panel discussion with attorneys Greg Hull & John Kern; Mary Kasher, Prof. Risk Mgmnt. Corp., John Aiken, Radiol. & Ped. HSW 301. 5:15-6:15 p.m.

NEUROSURGERY GRAND ROUNDS. HSW 302. 5:15-6:30 p.m.

ALCOHOLICS ANONYMOUS MEETING: All are invited. LPPI Aud. 6 p.m.*

PLASTIC SURGERY LECTURE/DINNER MEETING: *Microsurgical Reconstruction of the Upper Extremity & the Influence of Marko Godina.* Graham Lister, Surg., U Utah. Faculty/Alumni House. Dinner 6 p.m., lecture 7 p.m. $20. Call x63061.

18 Friday

SFGH MAXILLOFACIAL TRAUMA CONFERENCE. Rm. 4H4, SFGH. 7-7:30 a.m.

RADIATION ONCOLOGY GRAND ROUNDS: *Local Regional Hyperthermia in Cancer Therapy at Stanford: Equipment Development & Clinical Trials.* Daniel Kapp, Therapeutic Radiol., Stanford. L 34. 8 a.m.

CONSULTATIVE CRANIOFACIAL PANEL. Toland Hall. 8:30 a.m.-noon.

PATHS OF HEALING & WHOLENESS: *The Contractility Effect.* Richard Rainbow-Pavek. N 517. Noon-1 p.m.*

CIRCLE OF SISTERS: Weekly support group for black women working & studying at UCSF. C 130. Noon-1 p.m.

REPRODUCTIVE BIOLOGY SEMINAR: *Androgen Receptor: Characterization Using Monoclonal Antibodies.* Donald Tindall, Cell Bio., Baylor. M 1486. Noon.

ALCOHOLICS ANONYMOUS MEETING: All are invited. HSE 336. Noon-1 p.m.*

19 Saturday

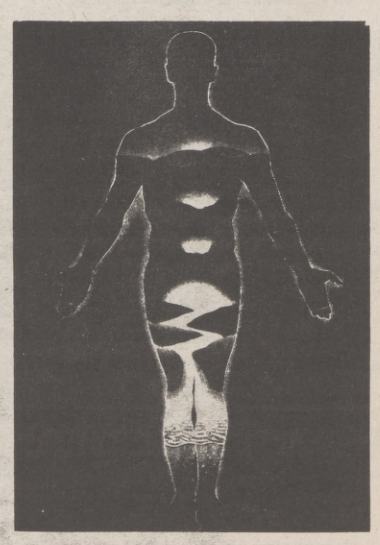
ANESTHESIA MORBIDITY/MORTALITY CONFERENCE. HSW 301. 8-10 a.m.

ORTHOPEDIC GRAND ROUNDS. Edith Meyer Aud., Children's Hosp., Oakland. 8-9 a.m.

UROLOGY GRAND ROUNDS: *What's New in Cryptorchidism?* Barry Kogan, Ped. Uro. Preceded by D & C Reports & selected cases. M 460. 8:30-11 a.m.

PARENTING WORKSHOP

Parent Effectiveness in the 1980's. Facilitated by childcare expert & parent Dianne Bohr. C 130. 10 a.m.-1 p.m. $10-$20. Part of a series of lectures & workshops. Call x65836.*



VIEWPOINTS FORUM

The Exploratorium's Exhibits for the Visually Empaired. Ellen Lieber, Exploratorium director of disabled access, discusses the science museums services for the visually impaired. Sponsored by Dept. Ophthal. Low Vision Clinic, 374 Parnassus. 11 a.m.-1 p.m. Call Francis Neer, 626-5313.*

Development & Training Courses for Staff Employees

This insert provides a schedule of the classes available to UCSF staff employees from April through July, 1988.

Look for the next insert in one of the September issues of *Newsbreak.*

We hope you find this format useful, and that you will remove this section to save as a reference for the next four months.

WHAT IS DEVELOPMENT AND TRAINING?

The Development and Training Division is a service division of the Personnel Department. Its aim is to provide high-quality, low-cost training programs which will increase the effectiveness of employees in their current jobs as well as contribute to their professional development. Since all training programs are designed and evaluated on whether they meet organizational and employee needs, please call us at X64032 with your comments, ideas, and suggestions for new courses.

WHO CAN ENROLL IN COURSES?

All UCSF staff employees are eligible to attend the courses described in this insert, no matter which personnel policies or labor contracts govern their conditions of employment. If an employee takes classes during work hours, the only approval required for enrollment is the supervisor's signature.

Course fees can be paid either by employees or by their departments. Decisions about on-the-job attendance and fee payment are negotiated between employees and their supervisors. Supervisors are responsible for final decisions.

WHO TEACHES COURSES?

Most instructors are drawn from the UCSF campus. However, because we are a health sciences campus, outside consultants often teach courses in disciplines not represented on this campus. For those courses, we seek experts from other educational institutions, business, and industry.

WHAT COURSES ARE OFFERED?

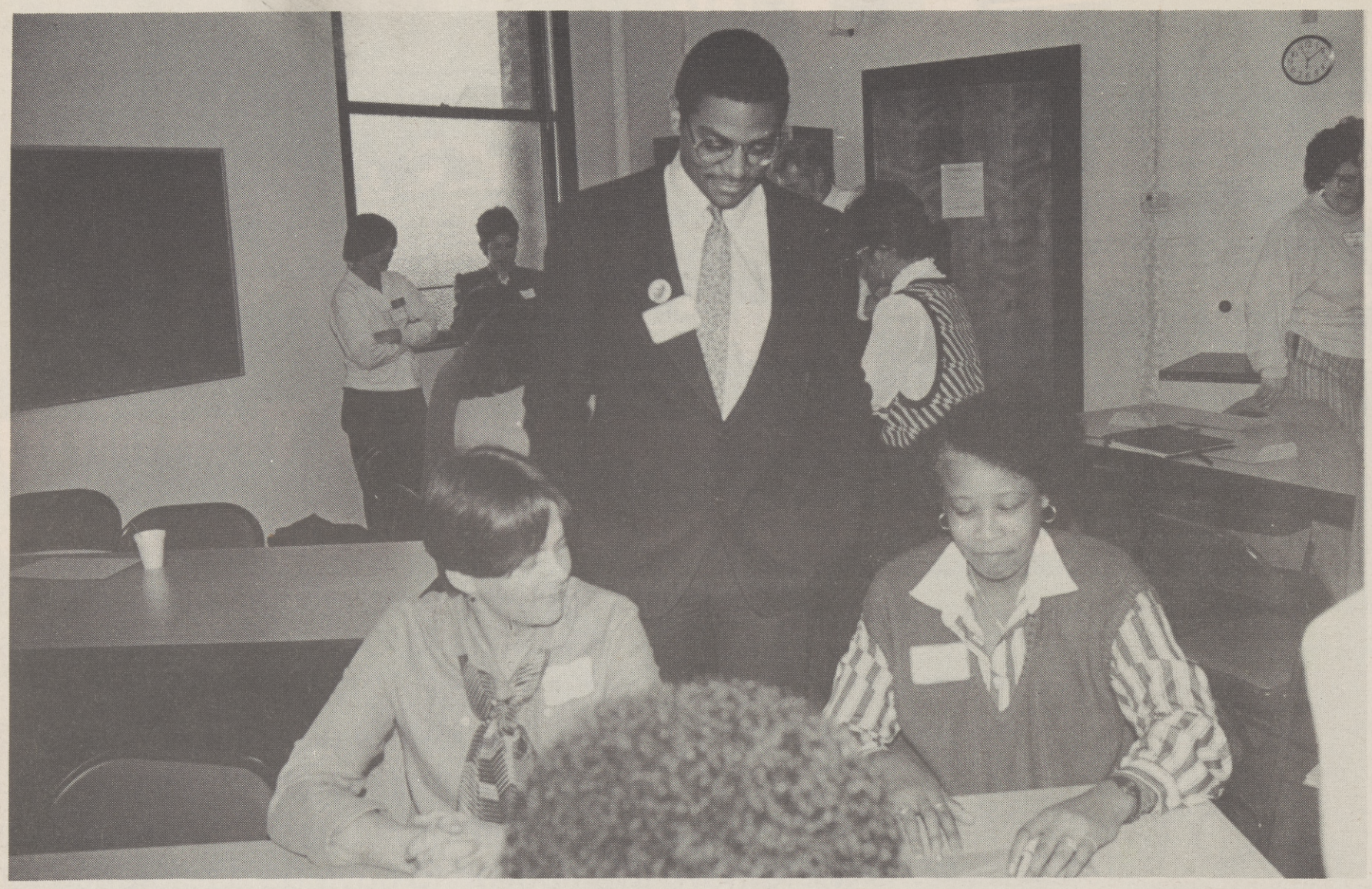
Courses cover a wide variety of employee needs and requirements. The basic curriculum includes supervisory and management skills development, organizational policies and procedures, computer, writing and clerical skills training, grants management and accounting processes, health and safety programs, and employee development. Courses are offered October through July of each year. This insert advertises upcoming classes from April through July.

WHO TAKES COURSES?

About 4,000 UCSF employees a year are seeking to improve their skills and abilities through Development and Training services. These are individuals who want to perform their jobs in a more informed manner, and who want to get the latest in state-of-the-art approaches to doing their work better.

UCSF

University of California, San Francisco
...A Health Sciences Campus



SUPERVISORY SKILLS DEVELOPMENT

Interview and Selection for Supervisors and Managers

Shirley Carpenter
Manager, UCSF Employment Division
8042 Wednesday, April 6
1:30 - 4:30 p.m.
Fee: $5

Your department or operational unit has a vacancy. You are the person responsible for conducting the interviews and making the selection. You want the best person for the job, and you also want your selection to be fair and legal. This one-day workshop will help you make that fair decision. As a result of this workshop you will be able to:

☐ Conduct a job analysis
☐ Determine applicant selection criteria
☐ Distinguish between legal and illegal interview questions
☐ Conduct an interview using principles of effective interviewing
☐ Assemble and prepare the information needed by the Employment Division to make a hire

Continuing education credit will be available for nurses who attend this workshop.

Classification Workshop for Supervisors

Staff, UCSF Classification Services Division
8045 Tuesday, June 28
9 - 11:30 a.m.
Fee: $5

As supervisors, you need to be aware of how the organization and distribution of work impacts on position classification. You also need to be familiar with the policies, procedures, and forms used to update job descriptions, establish new positions, and request job reviews. This workshop will explore how an improved understanding of position classification can help you to better carry out your supervisory responsibilities. You will learn:

☐ Significant factors used in classifying staff positions
☐ Classification terminology
☐ Procedures for establishing new positions, for updating job descriptions, and for requesting classification review of existing positions
☐ Resources made available to you by the Classification Services Division of the Personnel Department

Performance Evaluation Workshop

Noël Christian
Consultant in Human Resources/
Management Development
8043 Tuesday, June 7
8:30 a.m. - 4:30 p.m.
Fee: $5

If you dread doing performance evaluations, you are not alone. Nearly every manager has mixed feelings about evaluations. Employees share similar concerns. Performance evaluations do not have to be difficult or unproductive. They can be mutually satisfying, increase productivity, and improve the performance of the department. As a result of participating in this workshop, you will be able to:

☐ Plan, prepare for, and conduct a performance evaluation
☐ Review the causes for unsuccessful performance evaluations and consider suggested approaches for successful performance evaluations
☐ Communicate the acceptable as well as the unacceptable performance of an individual in a positive, developmental manner

Continuing education credit will be available for nurses who attend this workshop.

Boomerang: A Management Training Program in Equal Opportunity

Michael Adams & Rachel Bernstein
Director & Assistant Director
UCSF Affirmative Action Office
8044 Monday and Wednesday, June 27 & 29
9 a.m. - 4 p.m.
Fee: $5

This two-day workshop will teach you, through film vignettes, case studies, and exercises, what the law and University policy require regarding Affirmative Action policies, and how you should apply them in your day-to-day decisions. Although the program covers laws and regulations, its focus is on practical applications (establishing job qualifications, interviewing applicants, implementing affirmative action, performance evaluation, discipline and discharge, preventing sexual harassment) which will help you make objective personnel decisions and overcome the influence of the common stereotypes and assumptions we are all prone to.

As a result of this workshop you will:

☐ Learn how federal Equal Employment Opportunity (EEO) laws and University policies affect your managerial and supervisory responsibilities
☐ Have an opportunity to discuss and analyze your own EEO concerns and questions before they become EEO liabilities
☐ Understand how to integrate EEO principles with sound management practices

Managing a Culturally Diverse Workforce

Marlene Shigekawa
Management Consultant
8046 Thursday, June 30
8:30 a.m. - 4:30 p.m.
Fee: $20

Managers, supervisors, and other personnel who deal with employees from culturally different backgrounds often face communication barriers and differences in work styles which diminish job effectiveness and departmental productivity.

This workshop will help you explore ways to bridge cultural differences. As a result of this workshop, you will be able to:

☐ Recognize mainstream American values and how they may conflict with the cultural values of others
☐ Identify your own cultural values and how they influence your management style
☐ Pinpoint cultural differences causing problems in cross-cultural communications and job accomplishment
☐ Demonstrate cross-cultural communication skills
☐ Build an intercultural team

Administrative and Professional Staff Personnel Policies for Supervisors

Julius Katz
Manager, UCSF Employee Relations Division
8047 Mondays, Wednesday and Friday
July 11, 13, 15, 18
8:30 - 10:30 a.m.
Fee: $5

Now that the Administrative and Professional Staff (A&PS) Program has been implemented, supervisors are responsible for a new set of personnel policies. How do these policies differ from Staff Personnel Policies and how do these policies affect your ability to supervise? This workshop will enable you to:

☐ Understand the most often misunderstood A&PS and Staff Personnel Policies
☐ Administrate policies in an equitable and consistent manner
☐ Identify and distinguish between management and employee rights
☐ Practice sound personnel principles as reflected in both Administrative and Professional, and Staff Personnel Policies

Participants need to bring a copy of the Staff Personnel Policy Manual which contains the UCSF local supplements and a copy of the A&PS Policy Manual.

Continuing education credit will be available for nurses who attend this workshop.

Pre-Supervisory Training

Neuritsa Lancaster
Consultant
8049 Tuesdays and Thursdays
April 12, 14, 19, 21
9 a.m. - 12 noon
Fee: $20

This course is an introduction to supervision with emphasis on those skills applicable to non-supervisory positions as well. The importance of team effort aimed toward common goals and maintenance of a positive work climate will be stressed. Participants will be able to:
☐ List supervisory job duties
☐ Identify necessary skills and abilities
☐ Describe roadblocks which supervisors often encounter
☐ Distinguish between forces working for, versus against, the resolution of problems
☐ Recognize common time wasters
☐ Demonstrate a model of delegation that maintains accountability

Continuing education credit will be available for nurses who attend this workshop.

MANAGEMENT DEVELOPMENT

Team Building for Supervisors and Managers

Gail Ginder
Management Consultant
8048 Tuesday, April 5, 9 a.m. - 4:30 p.m.
Fee: $20

Team building aims at improving the communication and problem solving ability among team members. Most of the work that is done in the University of California is done by teams of people. As a member of a team, we are dependent on each other for our success. It is therefore incumbent on the manager or supervisor to do everything possible to build effective teams. As a result of attending this workshop, you will be able to:
☐ Define and understand the manager/supervisor role in team building
☐ Assess the effectiveness of your group's team functioning
☐ Deal more effectively with people who are not "team-players"
☐ Set up working conditions that support team effectiveness
☐ Design meetings that improve team communication

Intra-Team Communications

Marilyn Cohen, L.C.S.W.
Consultant
8006 Friday and Monday, June 3, 6
8:30 a.m. - 4:30 p.m.
Fee: $35

This course offers a structured, skills-oriented training program which focuses on opening communication, clarifying roles and expectations, and exploring specific team problems. Emphasis is placed on providing feedback to others in a non-threatening manner, and on receiving feedback non-defensively.

The program includes lecture, reading materials, discussion, and structured skills practice.

Continuing education credit will be available for nurses who attend this workshop.
EP

Rewarding and Recognizing Positive Behavior

Gail Ginder
Management Consultant
8050 Tuesday, April 26
9 a.m. - 4:30 p.m.
Fee: $20

Managers frequently ask how to motivate employees. The key factor in successful motivation is the ability to recognize and reward positive behavior. When an individual receives meaningful acknowledgment for a job well done, the likelihood that this behavior will continue is greatly increased. This workshop will help managers and supervisors develop the necessary skills to effectively reward positive behavior. As a result of attending this workshop, participants will:
☐ Develop critical skills necessary for effective communication on the job
☐ Learn when and how to reward positive behavior
☐ Be able to recognize the subtle differences between encouraging and discouraging messages
☐ Be able to use these techniques and skills with employees in their departments

Conflict Management Workshop

Noël Christian
Consultant in Human Resources/
Management Development
8051 Friday, May 20
8:30 a.m. - 12:30 p.m.
Fee: $5

Conflict is inherent in communication/interaction between humans. It may be positive in some instances, negative in some, and irrelevant in others. Without conflict, however, no growth takes place, whether in individuals, groups, or society as a whole. This workshop provides the opportunity to look at the repertoire of conflict-handling skills available when individuals face conflict situations, and to consider different approaches in different situations. As a result of participating in this workshop, you will be able to:
☐ Identify and evaluate the ways in which you currently deal with conflict - your productive and counterproductive styles
☐ Analyze the effectiveness of your approaches
☐ Modify or change your conflict-handling modes if you choose to do so

Continuing education credit will be available for nurses who attend this workshop.

Problem Solving and Decision Making

Neuritsa Lancaster
Consultant
8052 Tuesday, May 24
9 a.m. - 4:30 p.m.
Fee: $20

There are various ways of approaching the problems we continually confront at work and at home. The ability to deal with problems in a decisive manner is of great benefit to the organization and to each of us individually. This course will enable you to:
☐ Identify your barriers to problem solving and decision making
☐ Employ techniques to break down perceptual, mental, and emotional blocks that prevent innovative thinking
☐ Apply models to develop alternatives, solutions, and implementation plans
☐ Design evaluations based on organizational priorities and constraints

Continuing education credit will be available for nurses who attend this workshop.

Leadership Effectiveness

Linda Rose
Communications & Management Training
Consultant
8007 Friday, June 24
8:30 a.m. - 4:30 p.m.
Fee: $35 (includes workbook/survey)

Leadership involves two major elements: task (getting the job done) and relationship (working with and through others). When you supervise and have a project or task to accomplish, you will find yourself in the leadership role. This workshop will help you work and communicate with others. You will be able to:
☐ Identify your leadership style preferences
☐ Capitalize on the strengths of your preferred styles
☐ Augment your styles by utilizing the strengths of others with different styles
☐ Extend your options by practicing new approaches with different styles
☐ Moderate your strengths so that they do not become excessive

Continuing education credit will be available for nurses who attend this workshop.

ORGANIZATIONAL PROCEDURES

New Employee Orientation Program

Susan Eveleth
UCSF Career Development Specialist, and
UCSF Personnel Department Staff
8053 Tuesdays, Ongoing program
throughout the year

This program serves to welcome new employees and to provide information vital to their first weeks of employment. It is designed as an overview of the campus community and to enhance the orientation new employees are given within their individual departments. This four-hour program is presented twice a month. Supervisors should call X61073 to schedule new employees who have not received an orientation notice within three weeks of their starting date. Employees will be introduced to:
☐ Historical origins and current structure of UCSF
☐ UCSF's role as a major health sciences center
☐ Policies and procedures of interest to new employees
☐ Explanation of financial benefits
☐ Special resources for UCSF employees

Vendor Payments

Gene Brekhus
UCSF Accounts Payable Division
8054 Wednesday, April 13
8:30 a.m. - 12 noon
8055 Wednesday, July 20
8:30 a.m. - 12 noon
No Fee

Each department in the University is responsible for approving invoices for payment after goods and services have been received, and for advising the Accounting Office if payment is not in order. This course will give you the information you need in order to use effectively the accounts payable vendor payment system. You will learn:
☐ How to pay your bills
☐ What approvals are necessary
☐ When a purchase order is required
☐ How to fill out a check request form
☐ How to determine if a bill has been paid
☐ How to deal with exceptions to normal processing

Benefit Training Workshop

Judy Kell
UCSF Benefits Representative
Register by calling instructor at X61843

This program is designed for employees who are assigned the responsibilities of providing new employees in their department with information about insurance and retirement benefits. Workshops will be held for as few as three people and will provide an overview of benefits relating to insurance and retirement. Also, participants will learn about the resources available to them for reference.

Contracts and Grants Workshop

Contracts and Grants Staff
8056 Wednesday, April 20
9 a.m. - 12 noon
8057 Tuesday, May 17
9 a.m. - 12 noon
8058 Tuesday, June 14
9 a.m. - 12 noon
8059 Thursday, July 7
9 a.m. - 12 noon
Fee: $5

The Contracts and Grants Workshop is offered to instruct employees in the elements of a proposal budget, and in the procedures for getting the proposal through the system. The workshop is intended to help employees avoid the errors most commonly made and, thereby, to facilitate proposal submission. The workshop will focus on:
☐ The elements of a budget
☐ The Contracts and Grants Approval Form
☐ The NIH 398 application forms

Materiel Management Workshop

Dave Kolsom
UCSF Principal Buyer
8060 Thursday and Friday, April 28 & 29
8:30 a.m. - 12:30 p.m.
Fee: $10 (includes manual)

This workshop discusses various buying practices, procedures, and policies that affect department purchases.

First Day
☐ Materiel Management organization
☐ What to expect from purchasing
☐ How to use various purchase orders
☐ Employee vendors/Conflict of interest
☐ Source selection
☐ Transportation of goods
☐ Small Business Program

Second Day
☐ Planned purchasing
☐ Campus agreements
☐ Commodity discussions (Relocation/household moves, furniture, radioactive materials)
☐ Equipment management
☐ How to use Reprographics and Quick Copy
☐ Stores Operation (Warehousing, Stores, Surplus and Storage, Chemical Stores, etc.)

Accounting Workshops

To register, please call appropriate instructor directly.

Accounting workshops are offered periodically to acquaint staff with specific UCSF accounting procedures, functions, and services. They are especially designed for those people who are new to that particular function. The workshops may be taken individually or in any order that suits the user's needs. The Accounting Office maintains all workshop signups.
☐ Reading the General Ledger - **Jane Powers** X61648
☐ Payroll - **John Bouchard** X68421

All the Ins and Outs of Travel at UCSF

Bob Huckaby and Anna McCoy
Accounting Assistants
UCSF Disbursement Division
8062 Wednesday, April 27
9 a.m. - 12 noon
8063 Friday, May 13
9 a.m. - 12 noon
8064 Friday, June 17
9 a.m. - 12 noon
Fee: $5

This workshop is for faculty and staff employees who process travel expenses. Participants will learn:
☐ What types of travel expenses will be reimbursed
☐ How to fill out UCSF travel forms
☐ How to obtain discount information on hotels and car rentals

Grants Training Program: Cost Transfers

Teresa Chen & Marguerite Fowler
UCSF Accounting Office
8061 Friday, June 10
9 a.m. - 12 noon
No Fee

All University financial transactions are subject to audit. One area in which the University is particularly vulnerable is cost transfers. Accordingly, this course is designed to:
☐ Insure compliance with all federal, state, and local regulations
☐ Put in place clear, concise procedures to be used, thereby reducing the time it takes to prepare cost transfers in the departments and to review them in the Accounting Office
☐ Focus on procedures which will minimize disallowances due to incomplete documentation, poor explanation or improper (not allowable or applicable) cost transfers
☐ Reduce or avoid cost transfers

This course is mandatory for departmental reviewers of cost transfers. Other interested users of UCSF cost transfer systems are also welcome.

DEVELOPMENT AND TRAINING COMPUTER CLASSES

To register for the following classes mail a Development and Training application form to LHS 152, Box 0834, or for additional information call X64032.

Demystifying Computers and Introduction to Operating Systems

Deborah Brecher
Educational Director
Women's Computer Literacy Project
8065 Friday, April 8
8:30 a.m. - 4:30 p.m.
8066 Summer, date and time to be announced in a Development and Training monthly course flyer
Fee: $30

This is an introductory course for those who know nothing about computers or those who have been using a computer for a specific task but wish to become more self-sufficient.

The course material is especially suited to those students wishing to use or purchase either hardware or software. You will learn:
☐ The basic vocabulary of computers so you will understand all the computer buzzwords and jargon
☐ An overview of the "big three": word processing, spreadsheets, and database management
☐ How to use the operating system (DOS) to keep your information in a tidy and useable fashion

If you have no typing skills, it is recommended that you complete "Typing Instruction Via Computer" before attending this class. It is also suggested that you follow up with another computer class to apply what you learned in this class.

Introduction to Word Processing

Deborah Brecher
Educational Director
Women's Computer Literacy Project
8067 Thursday, April 7
9 a.m. - 4:30 p.m.
8068 Summer, date and time to be announced in a Development and Training monthly course flyer
Fee: $30

This workshop is designed for employees who have no experience with a word processing software package. The class is generic, so students will be able to work with other brands of software or hardware (including Macintosh) computers. The word processing application introduced in this workshop is WordPerfect using an IBM XT computer. The topics and functions covered will be:
☐ The components of a work station
☐ Keyboard functions for word processing systems
☐ Care of diskettes
☐ Start-up procedures
☐ Creating a file
☐ Formatting a letter
☐ Editing
☐ Storing
☐ Printing

If you have no typing skills, it is recommended that you complete "Typing Instruction Via Computer" before attending this class.

Introduction to Database Management

Deborah Brecher
Educational Director
Women's Computer Literacy Project
8069 Spring, date and time to be announced in a Development and Training monthly course flyer
8070 Summer, date and time to be announced in a Development and Training monthly course flyer
Fee: $30

This class is designed for students who have never used database management software before. The class is generic, so students will be able to work with any brand of software or hardware (including Macintosh).

Database management is a "fancy" word for electronic filing. If you maintain manual files and are constantly updating, sorting, or looking up information in these manual files, you may want to install automated, electronic filing instead. In this class you will learn:
☐ How to design the computer-based filing system you need, both now and in the future
☐ How to do indexing and searching to optimize the performance of your system
☐ How to design your system to avoid having to enter the same pieces of information in many separate files

If you have never used a computer, it is recommended that you complete "Demystifying Computers" before attending this class.

Introduction to Spreadsheets

Deborah Brecher
Educational Director
Women's Computer Literacy Project
8071 Tuesday and Wednesday
April 5 & 6, 9 a.m. - 4:30 p.m. &
8:30 a.m. - 12:00 noon
8072 Summer, dates and times to be announced in a Development and Training monthly course flyer
Fee: $40

This class is designed for students who have never used a computer-based spreadsheet, or who have been using a spreadsheet that someone else has designed, and want to know more.

The class is generic, so students will be able to do their work using any brand of software and hardware (including Macintosh) computers. However, this class will use Lotus 1-2-3 to do all hands-on training. After attending this class you will be able to:
☐ Recognize which paper-and-pencil tasks make sense to computerize using spreadsheet software
☐ Understand how to use the basic functions of any spreadsheet program
☐ Learn more advanced applications on your own by using the tutorial programs that are included with your program

Students are encouraged to bring a spreadsheet problem to the first day of class.

If you have never used a computer before, it is recommended that you complete "Demystifying Computers" before attending this class.

COMPUTER CENTER CLASSES FOR IBM & UNIX SYSTEMS USERS

For additional information, or to register for any of the following Computer Center classes, call X62974. See the Computer Center Newsletter for complete class descriptions and a list of scheduled classes.

General Orientation Clinic

This clinic includes an explanation of both mainframe and microcomputer facilities, a brief tour of the Computer Center, and an optional 15 to 20 minute demonstration of CMS or UNIX. No Fee.

Introduction to UNIX and vi

This class covers introductory UNIX information; logging in and logging out; a brief discussion on the hierarchical file system; basic UNIX shell commands, and an Introduction to vi, the display-oriented interactive text editor. Fee: $100.

Document Preparation on UNIX using Nroff

This class introduces some of the simplest and most common commands used by nroff for formatting letters, manuscripts, and papers on the UNIX system. Fee: $60.

UNIX Mail

This class covers the features of the UNIX mail command and includes information on how to send and receive electronic mail or files between on-campus computers, and between a campus and an off-campus machine. Fee: $30

Introduction to CMS, Part I

This introduction to CMS (Conversational Monitor System), an interactive system available on the IBM computer, covers the following information on the elementary features of CMS: logging on, file manipulation, the XEDIT editor, and the CP/CMS environment. Fee: $30.

Introduction to CMS, Part II

This class is aimed at users who have completed the introductory class, or who have some familiarity with CMS. Topics covered include an expanded discussion of file management, file modes, the printing of CMS files, electronic mail and "conversations", online documentation, news, and self-teaching tools. Fee: $30.

Introduction to CMS, Part III

This class is aimed at users who have either completed the first two courses or are very familiar with CMS and wish to further develop their skills and learn more advanced techniques. Topics covered include an overview of the CP spooling facility and its relation to CMS, a brief discussion on exec-writing in REXX, and the use of VMSCHEDULE. Fee: $30.

Using CMS Electronic Mail

This class covers the use of the local CMS MAIL command to send and receive electronic memos or existing files to and from userids, either local or on other Bitnet nodes. Fee: $30

Introduction to Writing CMS EXECs Using REXX

This class includes the basic REXX syntax and logic needed to combine CMS and CP commands in files that are automatically "called and executed," perform comparisons, read lines from the console (either entered at execution time or previously stacked), perform arithmetic functions, and assign variables. Fee: $20.

Introduction to GML

This class includes using the layouts and tags of GML (General Markup Language) which provide an easy and consistent way to produce formatted documents. Fee: $60

SAS: Introduction

Topics covered in this class include: The DATA and PROC statements, data input and output, getting your data into shape, sorting and merging data, creating, documenting, and storing SAS system files, DO loops, IF THEN ELSE statements, SAS formats, and error diagnosis. Fee: $90

Intermediate SAS

This course covers intermediate Proc Step and Data Step applications; the techniques for recoding and creating variables, merging and splitting files, making strategic choices among some of the more commonly used statistical procedures; and an overview of non-standard ways to build SAS datasets such as through FSEDIT and FSCALC. Fee: $60

SAS: Report Writing

This course focuses on presentation report techniques available using the 3800 and the 2700 printers for SAS data sets. Fee: $60.

SAS/GRAPH

This course focuses entirely upon the creation and manipulation of graphs using SAS/GRAPH. Fee: $40.

SPSSX: Introduction

This class covers an introduction to the workings of SPSSX, how to get your data into SPSSX, cleaning and documenting your SPSSX system files, sorting your cases, and using procedures for simple descriptive statistics. Fee: $60

SPSSX: Advanced Data and File Management

Topics covered include: VECTOR processing, DO IF—END IF structures, reading data with the FILE TYPE GROUPED, FILE TYPE MIXED, and RECORD TYPE commands, the DO REPEAT command, and the splitting and merging of files. Fee: $30

Introduction to SCRIPT

This class covers simple SCRIPT control words used to achieve formatted correspondence and manuscripts. Fee: $60

COMPUTER CENTER CLASSES FOR IBM PC USERS

Microcomputer Orientation Clinic (No Fee)

This clinic includes a brief tour of the User Room facilities and a discussion of the fundamentals of using the available microcomputer hardware and software. No Fee.

Introduction to Microcomputers

An overview of microcomputer concepts, hardware, and software. Fee: $30

PC Systems - 1

An introduction to the Disk Operating System (PC-DOS) for the IBM-PC and compatibles. This class covers the elementary DOS commands necessary for using the PC, the function of special keys on the keyboard, and an introduction to application software. Fee: $50

PC Systems - 2

This class is an introduction to microcomputer systems organization using the PC-DOS operating system. The topics covered include backup procedures, directory structures, the logic of subdirectories, and the use of batch files. Fee: $50

PC Systems - 3

This class extends the concepts and skills introduced in PC Systems - 2. System configuration with the CONFIG.SYS file, complex batch files, and piping and redirection are explained. Fee: $50

PC Systems - 4

Advanced DOS commands and special topics are covered in this class. Backup and restore problems, fixed disk formatting, device drivers for various disk drive types, diagnostics and error messages, and extended/expanded memory are included. Fee: $50

Introductory Lotus 1-2-3

This class provides an overview and introduction to the Lotus system. The lecture introduces the spreadsheet's structure, data entry procedures, and essential commands. Fee: $50

Intermediate Lotus 1-2-3

In this class, Lotus 1-2-3 commands are explained in greater detail, and more advanced features (macros, graphics, and database management) are introduced. Fee: $50.

Advanced Lotus 1-2-3

Advanced functions of 1-2-3 are explained in greater detail. Formulas, functions, worksheet organization and problems from students are discussed. Fee: $50

Introductory SuperCalc4

This class introduces the SuperCalc4 worksheet, data entry, and commands. Fee: $50

Intermediate SuperCalc4

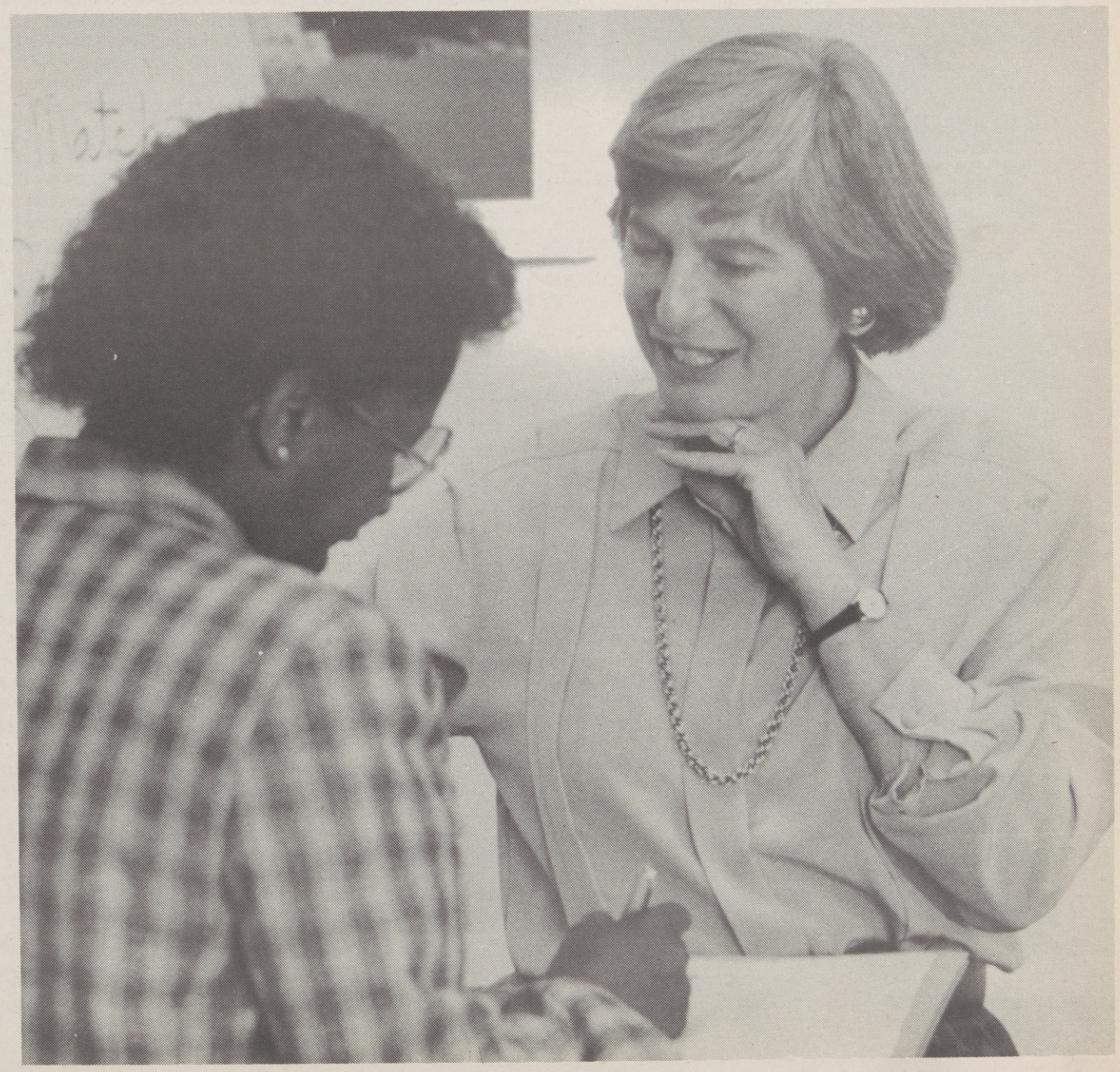
This class explains SuperCalc4 commands in greater detail and introduces graphics, macros, and additional functions. Fee: $50

Introduction to Microsoft Word

This introductory class covers elementary and intermediate operations. The first session covers choosing commands; entering, revising, and selecting text; moving, copying, searching, and replacing text; character, paragraph, and division formats; document management; printing; and the Word "help" feature. The second session covers more advanced topics, such as windows, the glossary, style sheets, and outlining. Fee: $100

Introduction to WordPerfect

This class is an introduction to word processing with WordPerfect 4.2. It is intended to provide an overview of WordPerfect's capabilities and instruction in the basic commands used to create, edit, and print documents. The class will cover standard installation procedures, printer definition, document entry and formatting, blocking, and printing. Fee: $100



CLERICAL SKILLS

Survival Skills for the Administrative Assistant

Gail Banish
UCSF Development and Training Division and Representative Speakers from UCSF Departments
8073 Wednesdays, June 15 & 22
8:30 a.m. - 12 noon
Fee: $10 (includes manual)

This workshop will include a number of guest speakers from Accounting, Materiel Management, and the Personnel Department. An overview of procedures and forms will be presented. A comprehensive manual of the most commonly used forms at UCSF and a list of services and resources will be distributed. Topics covered:

☐ Payroll
☐ General Ledger
☐ Travel
☐ Vendor Payments
☐ Materiel Management (Purchasing)
☐ Personnel Divisions
☐ Employment (Recruiting Process)
☐ Networking

Basic Medical Terminology II

Douglas Hamm
UCSF Transcription Supervisor
8074 Wednesdays (except for Tuesday, June 28)
May 18 - July 27, 1 - 2 p.m.
Fee: $20

Learning a foreign language can be difficult if you have not learned the basics. Although medical terminology is not exactly a foreign language, it employs root words, prefixes, and suffixes derived from Greek and Latin. This course is an extension of the Basic Medical Terminology I course taught by Sally Stewart. In class you will review the foundations of terminology structure, learn some basic rules in word formations and usage, and broaden the vocabulary you learned in Basic Medical Terminology I. The goal of this course is for you to learn theory, vocabulary, and practical application of medical terminology. A portion of this class will be devoted to understanding physicians' charting symbols and abbreviations, as well as medical shorthand.

Typing Instruction Via Computer

Ronda Goldstein
Consultant
8076 Tuesday, Thursday and Friday
May 17, 19, 20, 10 a.m. - 12 noon
Fee: $20

This is a typing course designed for students of all levels. Using an IBM-PC and an easy-to-use typing tutorial program, you can learn the keyboard without peeking at the keys, and improve your speed and accuracy. For additional practice, an excellent and inexpensive typing exercise book will be available. Enrollment in this class will be limited to 12, so be sure to register early.

Basic Grammar for Writing

Barbara Nelson
Writing Consultant
8075 Tuesdays and Thursdays
July 12, 14, 19, 21
10 a.m. - 12 noon
Fee: $20

If your job demands writing and you worry about where to put the commas and the semicolons, this workshop is for you. It's not a repeat of high school English (we will not diagram sentences). Instead we will concentrate only on those elements of grammar that are most useful for effective writing. The goal will be to learn to write correctly and to develop confidence in your ability to do so. You will learn how to:

☐ Recognize a good sentence
☐ Recognize the basic sentence patterns and use them
☐ Spot common grammatical errors and avoid them
☐ Punctuate for correctness and clarity

HEALTH AND SAFETY PROGRAMS

Unit Stress Assessment/ Education Services

Bruce Flynn
Certified Rehabilitation Counselor
UCSF Employee Rehabilitation Services
To arrange, contact instructor at X62621

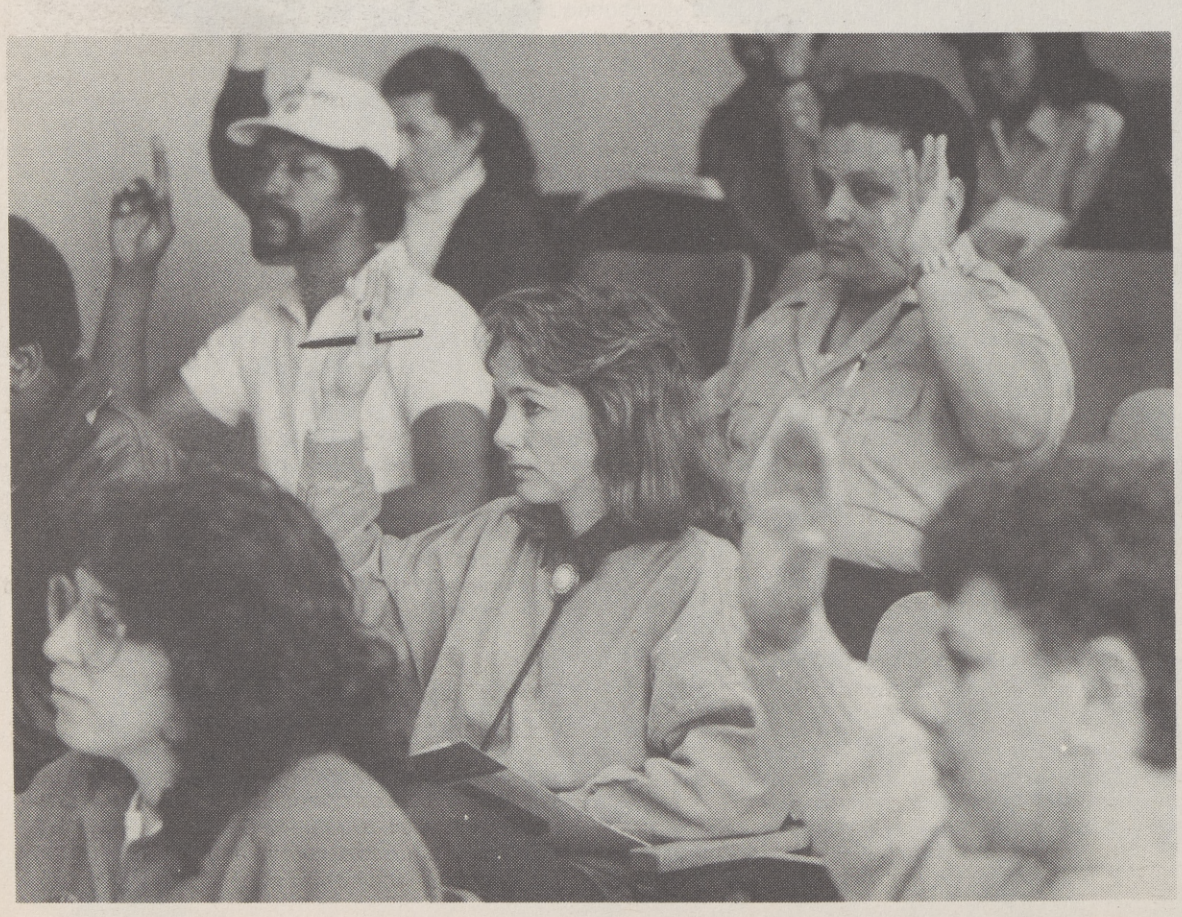
How aware are you and your employees of the origin and nature of stress; its effects on health, productivity, and job satisfaction; its relationship to burnout? Specialized services are available to departments or units, which can help employees identify the stresses in their work lives, assess stressor patterns within the unit, and offer suggestions as to how the effects of these stresses may be amended. Through this process, the unit creates a more cohesive, and less stressful, work environment.

Save-A-Heart CPR Course

Gary Barton
UCSF CPR Coordinator
Sign up for courses by calling X61817
Fee: $15

Cardiopulmonary resuscitation (CPR) is a life-saving technique which allows you, the rescuer, to keep someone alive whose lungs and/or heart have stopped working due to accident or illness. Those attending the save-a-heart course will learn through a combination of self-paced individual study and hands-on practice. At the completion of the course, participants will be able to:

☐ Employ assessment skills and verbalize the victim's condition
☐ Demonstrate mouth-to-mouth breathing, chest compressions, and choke-saving skills on a training mannequin
☐ Activate the emergency medical services system



Personal Safety Self-Defense

Judith Fein, Ph.D.
Nancy Worthington
For dates and registration, call X65683

Tear Gas Certification (Coed Classes)

Tear gas is a non-lethal weapon which immediately incapacitates an assailant, giving you a chance to escape, yet causing no permanent damage. California law requires you to be certified to own and carry tear gas for self-defense. CLASS INCLUDES: Department of Justice-approved Tear Gas Certification training; lifetime license to carry and use tear gas for self-defense; psychological techniques for personal protection and assault prevention; practical back-up physical defense techniques. Eligibility: 16-17 year olds (parent must sign approval - call office for official form) or over 18, not a convicted felon, not addicted to drugs, never convicted of an assault, never convicted of the misuse of tear gas.

Self-Defense Workshop (Women-only classes and Coed classes)

This full-day program includes practical information and learning skills on psychological techniques for personal protection and assault prevention, personal power through resister behavior patterns, streetwise safety strategies, the law of self-defense, practical physical defense techniques, and the Department of Justice-approved Tear Gas Certification training. (See Tear Gas Certification above for eligibility requirements.)

Seven Week Self-Defense Class (Women-only classes and Coed classes)

The goal of this class is assault prevention. You will learn how to prevent and counter assaults through a three-part approach: prevention, psychological and physical defense. Prevention and psychological topics deal with overcoming the fear of fighting, the psychology of self-protection, demystifying and preventing rape, and body language. Physical skills include basic karate and street-fighting techniques. The physical defense skills are practical, simple and effective and can be mastered in a relatively brief period of time.

Rape Prevention Education

Leslie Simon
UCSF Coordinator
Rape Prevention Education Program
Dates and times given upon request

Our Rape Prevention Education Program serves the UCSF community, students, staff, faculty, and neighbors, including those at off-campus facilities, by providing education and information on topics related to sexual assault. The coordinator offers a free 90-minute personal safety discussion group on safety awareness, myths and realities about sexual assault-related resources, and self-defense options. Training workshops and special information workshops provide inservice training for police, medical workers, emergency room staff, and all professionals and paraprofessionals on campus who might work with people who have been sexually assaulted. A small collection of books and articles on sexual assault is available for reference. For information, contact the Rape Prevention Education Program, Women's Resource Center, X65222.

First Responder Program in Emergency Aid

Gary Barton
UCSF CPR Coordinator
Sign up for courses by calling X61817
9 a.m. - 1 p.m., Monday through Friday

As a first responder, you will become familiar with basic emergency aid skills, or what to do until the ambulance arrives when someone close to you is injured in an accident or stricken with a sudden illness. Those attending a first responder course will learn through audio-visual displays, question and answer, and hands-on practice. Participants in this course will be able to:

☐ Employ assessment skills and verbalize the victim's condition
☐ Use triage techniques when multiple victims are present
☐ Demonstrate emergency aid techniques to treat: breathing, bleeding, poisoning, burn, and choking emergencies
☐ Activate the emergency medical services system

Practicing Stress Management

Bruce Flynn
Certified Rehabilitation Counselor
UCSF Employee Rehabilitation Services
8078 Tuesday, May 3
8 a.m. - 12 noon
Fee: $5

This session will provide a framework for self-assessment of life stresses and suggestions as to how these pressures may be anticipated and their negative effects ameliorated. It will offer participative exercises for the class members who wish to broaden their repertoire of responses to typical stressful situations such as dealing with aggressive people, giving/receiving negative feedback, and managing conflict.

Continuing education credit will be available for nurses who attend this workshop.

EMPLOYEE DEVELOPMENT

Telephone Etiquette Training

Cindy Sonnenberg
Communication Consultant
8079 Tuesday, May 3
1:30 - 3:30 p.m.
Fee: $5

Often, the first time you meet a person in business is over the telephone. The image you project over the telephone is the image that callers have of you and your department. Knowing how to use your telephone system to make a good impression can improve your job performance. The class is designed to teach you proper etiquette techniques to improve your telephone image. The training also provides useful information on how to correctly use your telephone system.

Self-Assessment for Career Planning

Susan Eveleth
Career Development Specialist
UCSF Personnel Department
8083 Thursdays, June 2, 9, 16, 23
8:30 a.m. - 12 noon
Fee: $5

In this workshop you will have the chance to define and examine your work-related values, skills, and interests, to explore alternative career options, and to determine realistic career goals. The Strong-Campbell Interest Inventory is used to show you which of your interests match with members of various occupational groups. Individual counseling sessions conclude the series. The four sessions are sequential and participants who cannot attend all four sessions will be asked to register for a later series. As a result of this workshop, you will be able to:
☐ Identify your own career values
☐ Assess your interests using the Strong-Campbell Interest Inventory
☐ Identify the functional skills you currently use in your job
☐ Analyze your present job for future career development
☐ Prepare a realistic action plan

Time Management at Work

Linda Rose
Communications and Management Training/Consultant
8081 Tuesday, May 10
8:30 a.m. - 4:30 p.m.
Fee: $20

Time is a unique and critical resource. It cannot be turned on and off; it is irretrievable. Therefore, time management is an essential skill for staff at all levels. This one-day workshop offers you an opportunity to assess your use of time and to learn practical techniques for effective time utilization, especially in the work environment. By participating in this workshop, you will be able to:
☐ Determine present priorities and long-term objectives
☐ Identify high payoff goals
☐ Manage conflicting priorities
☐ Minimize and deal with interruptions
☐ Identify and reduce time wasters
☐ Reduce procrastination
☐ Say "yes" or "no" more appropriately
☐ Delegate responsibility
☐ Reduce the crisis management approach to dealing with tasks

Continuing education credit will be available for nurses who attend this workshop.

Professional Development for the Culturally Unique Employee

Marlene Shigekawa
Management Consultant
8085 Thursday and Friday
July 28 & 29, 8:30 a.m. - 4:30 p.m.
Fee: $20

Every organization and department within the organization has a particular "way of doing things." Each person also has a special way of doing things based on prior background and experiences. If job effectiveness and success within the organization is your goal, then you need to be aware of how your personal and cultural values relate to those of the organization. You also need to develop strategies to further your career objectives. As a result of this workshop, you will be able to:
☐ Differentiate among American values, organizational values, and your own
☐ Use techniques for improved intercultural communications
☐ Examine problems arising from interpersonal and cross-cultural communication which, in turn, diminish job effectiveness
☐ Design your own professional development plan, outlining action steps for enhancing competence on the job and increasing promotional opportunities

Career Directions at UCSF

Susan Eveleth
Career Development Specialist
UCSF Personnel Department
& UCSF Personnel Department Staff
8080 Thursdays, May 5, 12, 19
8:30 a.m. - 12 noon
Fee: $5

Setting realistic career goals, assessing work options within your organization, and taking positive action in your own behalf are difficult steps in the career development process. This three-part course encourages participants to create appropriate career development strategies for themselves at UCSF. You will be able to:
☐ Identify essential elements for individual career assessment
☐ Conduct an analysis of the UCSF organization
☐ Learn about the hiring process and the role of the Personnel Department
☐ Review the transfer and promotion procedures

Making Effective Presentations

Estrella Manio
UCSF Nurse Educator
Department of Nursing
8082 Wednesdays and Thursday
May 11, 18, 26
8:30 a.m. - 12 noon
Fee: $5

This three-part workshop focuses on participant preparation and stand-up presentation skills. Emphasis is on individual practice with feedback from videotape and other class members. As a result of attending this workshop, you will be able to:
☐ Organize information for presentations
☐ Identify effective non-verbal behavior
☐ Select appropriate material for handouts
☐ Assess the value of visual aids
☐ Facilitate a question and answer session

Communicating with Confidence: A Workshop for Non-Managers

Neuritsa Lancaster
Consultant
8084 Tuesday, June 21
9 a.m. - 4:30 p.m.
Fee: $20

Communicating positively with confidence is one of the most important qualities in successful performance on the job. This course will offer employees an opportunity to learn about the components of successful, positive communication and to practice communication skills. As a result of attending this class, you will be able to:
☐ Request information regarding your work performance
☐ Give effective instructions to others
☐ Ask for help in a way that makes it easier for others to lend assistance
☐ Clearly and directly express your concerns
☐ Recognize and make use of both verbal and non-verbal aspects of communication

Continuing education credit will be available for nurses who attend this workshop.

WRITING SKILLS

Writing and Editing Skills

Barbara Nelson
Writing Consultant
8077 Monday, Wednesday and Friday
May 2, 4, 6
9 a.m. - 12 noon
Fee: $20

Like it or not, you are judged by your writing. Whenever you put words on paper, your image and the image of your employer is on the line. This workshop will teach you to write and edit communications that are professional, correct, and effective. You will learn how to:
☐ Get directly to the point
☐ Organize material
☐ Construct clear sentences
☐ Recognize and correct common errors in grammar and punctuation
☐ Omit unnecessary words and jargon
☐ Create an appropriate tone

SPECIAL PROGRAMS AND SERVICES

Course Design and Consultation Services

The Development and Training Division can assist your organizational unit with training program design. We can help you devise your own training class, or locate outside professionals who can tailor programs to meet your specific needs.

We can also bring the programs advertised in this insert to your department on request.

Finally, we can administrate and/or advertise training programs created by your unit. Please call Gayla Tyson at X64032 for further information on these services.

Career Development Services

Career Development Services provide a variety of ways in which employees can assess their values, skills and interests, and develop strategies for realistically coping with their work environments. Workshops are available to help participants examine career directions and explore career options. In addition, employees can schedule individual counseling sessions with a Career Development Specialist to discuss career decisions. Supervisors who want to help employees plan and develop their job potential can also meet with the Career Development Specialist. The focus of these services is on the needs of UCSF working adults to clarify their own information, to promote self-advocacy, and to encourage productivity in their work life. Contact Susan Eveleth, X64032.

Group Enhancement Activities

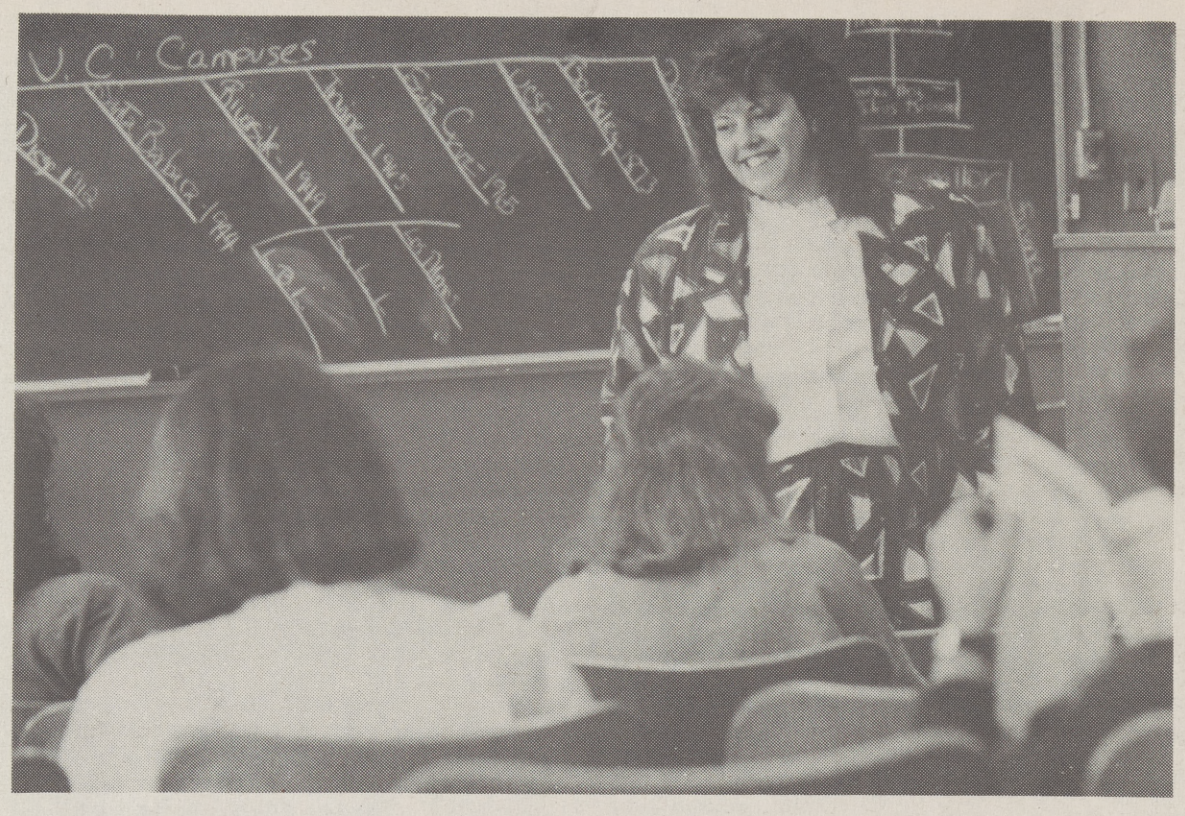
Group activities that offer mental and physical challenge have proven an effective way to develop trust and cooperation among fellow workers. The following exercises have been designed by Outdoor Programs for work groups who wish to enhance teamwork, communication, and group cohesiveness.

Option A - A half-day, action-packed approach to group enhancement, provided at an on-campus location convenient to your group. Group size: 10-13. Fee: $40 per person.

Option B - A full day of rafting on the American River, building your team by challenging the white-water together. Introduced by professional white-water guides. Group size: 10-13. Fee: $50 per person.

Option C - A day of high adventure in the Redwoods of the LaHonda Ropes Course. Expert leaders will guide your group through this carefully designed learning environment. Group size 10-13. Fee: $50 per person.

The above activities may be arranged to suit your group's schedule. Special rates are available for large groups. Contact Outdoor Programs at x61469 at least one month in advance of desired date.



AIDS: Fact versus Fiction

SF AIDS Foundation Consultant
8086 Wednesday, April 20, 1 - 2:30 p.m.
8087 Wednesday, May 18, 3 - 4:30 p.m.
8088 Wednesday, June 15, 3 - 4:30 p.m.
8089 Wednesday, July 20, 3 - 4:30 p.m.
No Fee

Everyone is talking about AIDS — but not everyone can separate fact from fiction. This workshop will provide you with the most current information available about AIDS, along with ample opportunity for getting questions fully answered in understandable, non-technical language. In this workshop, you will learn to:

☐ Define AIDS: understand what causes it, how it's transmitted, and how to protect yourself and others
☐ Recognize and refute common misconceptions about AIDS
☐ Locate various community resources for AIDS information, counseling, antibody testing and services

Literacy Training

If literacy skills are a need for some employees (i.e. basic reading and writing), a number of agencies in the San Francisco Bay Area provide literacy training services. Project Read at the San Francisco Public Library provides a free city-wide service in which trained volunteers tutor English-speaking adults who wish to learn basic reading skills. Contact Coordinator Olive Gamble at 621-7323 for further information. She can also send you a Literacy Services Directory listing all San Francisco-based agencies, including their fee structures and locations.

FOR DEVELOPMENT AND TRAINING INFORMATION CALL OR WRITE

Gayla Tyson, Division Manager
Susan Eveleth, Career Development Specialist
Gail Banish, Administrative Assistant
Ric Wilson, Program Assistant
Alejandro Alarcon, Data Processing Specialist
LHS 152, Box 0834
San Francisco, CA 94143
(415) 476-4032

AFFIRMATIVE ACTION STATEMENT

In accordance with applicable Federal laws and University policy, the University of California, San Francisco does not discriminate in any of its policies, procedures, or practices on the basis of race, color, national origin, sex, sexual orientation, age, or handicap. Inquiries regarding the University of California, San Francisco's equal opportunity policies may be directed to: Affirmative Action Coordinator, University of California, San Francisco, (415) 476-4752.

ENROLLMENT PROCEDURES

Enrollment is on a first-come, first-served basis. Classes are limited to a suitable size, and are for UCSF employees only.

1. Promptly fill out the Enrollment Application, **ONE APPLICATION FOR EACH COURSE**, and return to the Development and Training Division, LHS 152, Box 0834.

2. If dates and times for the courses you choose are not specifically provided in this insert, please enroll in the course anyway. Development and Training will contact you when a date and time have been determined.

3. If your department is to be recharged, the budget number, budget authorization signature and your supervisor's signature is required. If you attend the course on your own time and pay your own fees, these signatures are not required. Checks should be made payable to the **UC Regents and dated the first day of the course** for which you are applying.

4. A letter confirming your enrollment and class location will be sent to you two weeks before the class is held. If you have not received a confirmation letter at least one week before the class, please call us immediately at X64032.

5. If the class is filled you will be placed on the waiting list and notified by mail. If you have not received notification one week before the class begins, please call us at X64032.

CANCELLATION POLICY

If you determine you cannot attend a class, please call the Development and Training office immediately to let us know, so that we can schedule another interested participant into your slot. In order to receive a cash or departmental refund, the Development and Training Division requires that cancellations be made 48 hours in advance of the scheduled class.

WAITING LISTS

Waiting lists are only valid for the current quarter (Fall, Winter or Spring). If you were put on a waiting list in the Winter quarter, you must re-apply to the class this quarter (Spring).

ENROLLMENT APPLICATION
DETACH AND RETURN TO:
DEVELOPMENT & TRAINING, BOX 0834

(please print or type)

One participant and one class per application. An application is required for enrollment even when there is NO FEE for the course. Refunds on cancelled courses are made only if cancellation occurs TWO full days before the course is held.

Current Date _____
Course Title _____ Session Number _____
Applicant's Name _____ Phone Ext. _____
Job Title _____ Mail Stop (Box) _ _ _ _ _____
Department Name _____
Supervisor's Signature _____
Employee Identification Number _ _ _ _ _ _
Fee $ _____
Paid by: (check one) ☐ Dept. _____ ☐ Personal Check To "UC Regents"
Check # _____
Check attached and dated the FIRST day of the course. ONE CHECK PER COURSE PLEASE.

Department Budget No. _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Budget Authorization Signature _____

March 12-25, 1988

21 Monday

OTOLARYNGOLOGY CONFERENCE: *Orbital Decompression.* Devron Char, Oph. & Proctor Fdtn. *Pediatric Neck Masses.* Alan Langman, Oto. S 214. 8-10 a.m.

JEWISH WOMEN'S SUPPORT GROUP: For Jewish women working or studying at UCSF. Noon-1 p.m. For location call x65836.

DERMATOPHARMACY SEMINAR. S 940. Noon-1 p.m.

OVEREATERS ANONYMOUS MEETING: N 417. 12:10 p.m. Call Janet x61504.*

LABORATORY MEDICINE CORE CURRICULUM: *Physiology of Coagulation, Platelet Function & Fibrinolysis* and *Clinical Laboaratory Evaluation of Coagulation & Platelet Disorders.* Laurence Corash, Lab. Med. L 535. 2-3:30 p.m.

LABORATORY MEDICINE GRAND ROUNDS: *AIDS in Africa.* John Ziegler, Med. & AIDS Clin. Res. Ctr. L 535. 4-5 p.m.

CVRI LECTURE: *Evidence for Independent Regulation of Surface Active Material.* Robert Mason, Med., U Colorado & Nat'l Jewish Ctr. S 1364. 4-5:30 p.m.

URORADIOLOGY CONFERENCE: Emil A. Tanagho, Uro. & Hedvig Hricak, Radiol. & Uro. M 460. 4:30-6 p.m.

22 Tuesday

COMBINED MODALITY BREAST CANCER CONFERENCE. Surg. Clin. Cnfr. Rm., 6th Fl. A. 8 a.m.

ORAL & MAXILLOFACIAL SURGERY GRAND ROUNDS: *Principles of Rigid Fixation.* David Perrott, Oral & Maxillo. Surg. C 701. 8-10 a.m.

SFGH PEDIATRIC GRAND ROUNDS: *Skin Manifestations of Systemic Disease in Children.* Neil Prose, Ped. & Derm., SUNY Downstate Med. Ctr. Carr Aud., SFGH. 8-9:30 a.m.

SFGH MEDICINE GRAND ROUNDS. Carr Aud., SFGH. 11:30 a.m.-12:30 p.m.

OBSTETRICS, PEDIATRICS & ANESTHESIOLOGY CONFERENCE: John L. Kitzmiller, Ob/Gyn; Roderic G. Phibbs, Ped. & CVRI; Sol Shnider, Anes. & Ob/Gyn. M 1486. Noon.

PARENTING LECTURE

Time Out For Motherhood. Authors Lucy Scott & Meredith Joan Angwin. Toland Hall. Noon. Part of a series of lectures & workshops. Call x65836.

INTERNATIONAL FOLK DANCING: Line dancing led by Dean Linscott. No partner needed, beginners welcome. MU Gym. 1:15-2:30 p.m. $2.*

RADIATION SAFETY

Radiation Safety & the Safe Handling of Radioactive Material at UCSF. Health physicist Don Dennis, Radiation Safety Services. All radioisotope users encouraged to attend. Sponsored by Environ. Hlth. & Safety. HSW 302. 2-4 p.m.

SFGH GI-MEDICINE/SURGERY/RADIOLOGY IMAGING CONFERENCE. Rm. 1X58, SFGH. 3:30 p.m.

FRUIT FLIES & SEX

BIOCHEMISTRY & BIOPHYSICS SEMINAR: *Molecular Genetic Analysis of the Making & Breaking of Sexual Commitments in the Fruit Fly.* Tom Cline, Bio., Princeton. HSW 301. 4 p.m.

NEW VOLUNTEER ORIENTATION: To acquaint new & prospective volunteers with opportunities at the Medical Center. C 213. 6-8 p.m.*

*Open to the public.

23 Wednesday

HAND SURGERY CONFERENCE: Journal Club. S 214. 7-8 a.m.

SFGH ORTHOPEDIC SURGERY STAFF CONFERENCE. Rm. 5K8, SFGH. 7:30-9 a.m.

MULTIDISCIPLINARY TUMOR BOARD: M 1296. 7:30 a.m. Call Michele Hinojosa, coordinator, x61662.

PSYCHIATRY GRAND ROUNDS/CROSS-CULTURAL ISSUES SERIES: *Dependency & Interdependency: Some Cross-Cultural Observations.* Frank A. Johnson, Psychr. LPPI Aud. 8-9 a.m.

DERMATOLOGY CONFERENCE: *Advances in Pediatric Dermatology.* Neil Prose, Ped. & Derm., SUNY Downstate Med. Ctr. HSW 301. 8 a.m.

NUCLEAR MEDICINE SEMINAR. L 340. 8:15-9:15.

ENDOCRINE GRAND ROUNDS: *Diet, Acid Base Balance & Osteoporosis.* Anthony Sebastian, Med. & GCRC. M 1486. 8:30 a.m.

LAS MUJERES: A support group for Latina faculty, staff & students. Noon. For location call x65836.

BROWN BAG LECTURE SERIES: *Why Can't I Be First Prize?* Claudio M. Strassabosco, First Class Systems. HSW 300. Noon. Also telecast live to SFGH, Carr Aud. & CED, 3rd Flr. Commons Rm. Videotapes available for viewing in HSE 345, SIMA unit, UCSF Library. Call x64394.*

WOMEN & SPIRITUALITY MEETING: Landberg Center, 1290-5th Ave. Noon-1 p.m. Call 564-3515 for further info.*

PARNASSUS AL-ANON MEETING: For friends & families of alcoholics. C 517. Noon.*

OCCUPATIONAL & ENVIRONMENTAL MEDICINE GRAND ROUNDS: *Diagnostic Criteria for Occupational Lung Disease.* Peter Wald, Med. Santa Clara Valley Med. Ctr. Confr. Rm. Noon-1:30 p.m.

HEAD & NECK TUMOR CONFERENCE. A 723. 1-3 p.m.

PHYSIOLOGY SEMINAR: *Hormonal Regulation of Gonadotropin Gene Expression.* William Chin, Molec. Genetics, Brigham & Women's Hosp. HSW 303. 4 p.m.

VASCULAR SURGERY GRAND ROUNDS. 7 Long Solarium. 4-5:30 p.m.

TRISERVICES CARDIOLOGY CONFERENCE. S 1364. 4:30-5:30 p.m.

SFGH GI-MEDICINE/SURGERY PATIENT CARE CONFERENCE. Rm. 4H2, SFGH. 4:30 p.m.

CHILD NEUROLOGY CONFERENCE. M 666. 4:30 p.m.

OPERATIVE UROLOGY CONFERENCE: *Microsurgical Techniques of Vasovasostomy.* R. Dale McClure, Uro. M 460. 4:30-6 p.m.

PATHOLOGY GRAND ROUNDS: *Neoplasms of the Nervous System I.* Richard L. Davis, Path. & Neurosurg. HSW 508. 5:15-6:15 p.m.

24 Thursday

MEDICAL GRAND ROUNDS: *Pre-Hospital Care: Impact on Sudden Death.* Odelia Braun, Med. Toland Hall. 8-9 a.m.

OPHTHALMOLOGY GRAND ROUNDS: *Retrobulbar Anesthesia: Complications & New Thoughts on an Old Technique.* Bradley R. Straatsma, Oph. & Jules Stein Eye Inst., UCLA. Preceded by case presentations: *Glaucoma.* S 214. 8:15-10 a.m.

PEDIATRIC GRAND ROUNDS: *Medico-Legal Aspects of Child Abuse.* Boyd Stevens, Path. & SF Coroner. S 664. 8:30-9:30 a.m.

OCCUPATIONAL & ENVIRONMENTAL MEDICINE GRAND ROUNDS: *Sensory Loss Among Solvent Exposed Workers.* Patricia Quinlan, Occup. Hlth. Clinic, SFGH; Donna Mergler, Pub. Hlth., UCB. Carr Aud., SFGH. 9:15-10:45 a.m.

PRIMARY CARE LECTURE SERIES: *Low Back Pain & Joint Exam.* Nancy Byl, PT & Fam. & Comm. Med. A 455. 10 a.m.-noon.

NEUROLOGY GRAND ROUNDS: *A Unique Radiculomyelopathy in AIDS.* Robert G. Miller, Neuro. S 664. 11:10 a.m.-12:05 p.m.

THE AMNESIAC SURVIVOR

Silent Voices: The Amnesiac Survivor. Slide presentation & discussion with psychologists Susan Frankel & Patti Levey. Sponsored by UCSF Rape Prevention Educ. Prog. Toland Hall. Noon.*

UCSF/MT. ZION GERIATRIC GRAND ROUNDS: *Depression in the Elderly.* Ken Passamanger, Psychr. Med. Herbst Hall, Mt. Zion. Noon.

SFGH FAMILY PRACTICE GRAND ROUNDS: *Right to Know.* Linda Hawes Clever, Med. Carr Aud., SFGH. Noon-1 p.m.

NEURO-ONCOLOGY TUMOR BOARD. L 34. 12:30-1:30 p.m.

HEMATOLOGY/ONCOLOGY GRAND ROUNDS: *Acute Graft vs. Host Disease: Prevention & Treatment.* Robert Cohen, Hemat/Onc. M 1296. 1:30-2:30 p.m.

PROCTOR FOUNDATION RESEARCH SEMINAR: *Endotoxin Induced Uveitis in the Rat.* Carl Herbert, Proctor Fdtn. S 318. 3 p.m.

NEURORADIOLOGY CONFERENCE. HSW 303. 4-5 p.m.

MEDICINE/SURGERY ADULT CARDIAC CATHETERIZATION CONFERENCE. L 1161. 4-6 p.m.

URO-ONCOLOGY CONFERENCE: *Flow Cytometry.* Perinchery Narayan, Uro. M 460. 4:30-6 p.m.

RADIATION ONCOLOGY CHAIRMAN'S RESEARCH CONFERENCE: *Expert Systems for Radiation Therapy.* Ira Kalet, Rad. Onc., U Washington. L 34. 5 p.m.

NEUROSURGERY GRAND ROUNDS. HSW 302. 5:15-6:30 p.m.

ALCOHOLICS ANONYMOUS MEETING: All are invited. LPPI Aud. 6 p.m.*

PLASTIC SURGERY CONFERENCE: *Biomaterials in Plastic Surgery.* Woodward Coleman, Plast. Surg. Toland Hall. 6-7 p.m.

25 Friday

SFGH MAXILLOFACIAL TRAUMA CONFERENCE. Rm. 4H4, SFGH. 7-7:30 a.m.

SFGH NUCLEAR MEDICINE/RADIOLOGY CONFERENCE. Rm. 1X58, SFGH. 7:40-9 a.m.

CIRCLE OF SISTERS: Weekly support group for black women working & studying at UCSF. C 130. Noon-1 p.m.

REPRODUCTIVE BIOLOGY SEMINAR: *Immunocytochemical Analysis of Estrogen & Progesterone Receptors in Primate Reproductive Tissues.* Robert Brenner, Oregon Regional Primate Ctr., Beaverton. M 1486. Noon.

ALCOHOLICS ANONYMOUS MEETING: All are invited. HSE 336. Noon-1 p.m.*

DEVELOPMENT & TRAINING

Call x64032.

Management of Organizational Politics. Fri., Mar. 18. 9 a.m.-4:30 p.m. $20.

Retirement Planning Program. Mon., Mar. 21-Apr. 25. 10 a.m.-noon. $5.

AIDS: Fact vs Fiction. Wed., Mar. 23. 1:30-3 p.m.

Clerical Staff's Guide to Business English. Wed. & Fri., Mar. 30-Apr. 8: 10 a.m.-noon. $20.

CONTINUING EDUCATION

MEDICINE
Call x65208 for further information unless otherwise noted.

Transfusion-Associated Infections & Immune Response. Fairmont Hotel, SF. Mar. 19-21. Call x65808.

Ergonomics: Human Factors in the Industrial Environment. M.L. King Bldg., UCB. Mar. 22-23. Sponsored by Northern CA Occupational Health Ctr. Call 642-5507.

Advances in Emergency Medicine 1988. Holiday Inn Union Square, SF. Mar. 23-35.

Advanced Methods in Pharmacokinetics/Pharmacodynamics. Clift Hotel, SF. Apr. 10-15. x65808.

Advances in Infectious Diseases. Sheraton-Palace Hotel, SF. Apr. 13-15.

Postgraduate Course in General Surgery. Hyatt Regency, SF. Apr. 14-16.

Coronary Artery Disease: Commemorative Symposium, 75 Years Since Anitschkow & Herrick. Hyatt on Union Square, SF. Apr. 15-17.

Work & Mental Health. Union Square Holiday Inn, SF. Apr. 15-16.

Comprehensive Care of the AIDS Patient. Hotel Nikko, SF. Apr. 22-23.

Advances & Controversies in Clinical Pediatrics. Mark Hopkins Hotel, SF. Apr. 28-30.

RADIOLOGY
Call x65731 for further information.

Controversies in Uroradiology. Fairmont Hotel, SF. Mar. 19-20.

31st Annual Diagnostic Radiology Postgraduate Course. Fairmont Hotel, SF. Mar 21-25.

Ob/Gyn & Abdominal Sonography: Update 1988. Hyatt Regency, SF. Apr. 15-17.

Automated Percutaneous Lumbar Disectomy Workshop. Hyatt Regency, SF. Apr. 23-24.

DENTISTRY
Call x61101 for further information.

Advanced Periodontics for the General Practitioner. Hilton Hotel, Stockton.

AIDS, Hepatitis & Infection Control. C 701. Apr. 9.

Team Approach To Managing Perio Diseases. C 701. Apr. 23.

Dental Implants. C 701. Apr. 30.

UCSF-FRESNO

Call (209) 225-6100, ext. 5557 for further information.

Gastroenterology. Mar. 19.

Infectious Disease. Apr. 23.

Hematology & Oncology. May 14.78

PERSONAL SAFETY

Sponsored by UCSF Police Department Public Safety Program. Call x65683 for information & registration.*

Tear Gas Certification. Confr. Rm., Laguna Honda Schl. Wed., Mar. 16 & May 18; Thurs., Apr. 21 & Tues., June 21. 6-9 p.m. $10.

RAPE PREVENTION

Sponsored by UCSF Rape Prevention Education Program. Call x65222 for further information.*

Self-Defense Classes for Children & Adolescents. Child Care Study Center, 610 Parnassus. Saturdays. 10:30 a.m.-2 p.m. Ages 7-10: Apr. 9. Ages 15-17: May 7. Ages 11-14: June 4. $15 (scholarships available).

HELP ELIMINATE SCHEDULING CONFLICTS

In order to help the campus avoid conflicts in scheduling important events, the News & Public Information Services Department has a computerized calendar. It is suggested that faculty, students and staff call x61541 when they are planning an event to make sure nothing has been scheduled for that date. Please note that in order to reserve campus conference rooms and auditoriums, it is still necessary to call Millberry Union at x62571, Room Reservations at x64436, Faculty/Alumni House at x64723, Laurel Heights at x68100 or the individual school or department.

Benefits/Personnel

Turn in '87 Depcare, Medplus Claims Now

The final deadline for filing Depcare and Medplus claims for 1987 is Saturday, March 19. By that date the claims must be received at this address: UC Refund Unit, 2120 University Avenue, Berkeley, CA, 94720. Do not send claims to UCSF Accounting or Benefits. Amounts remaining in accounts after that date will be forfeited.

Mark These Dates!

When can I retire? What does "vested" mean? What happens if I leave UC before retirement? What is the tax-deferred plan? These and many other questions will be answered in a program "The UC Retirement System: How Does it Work?" to be presented in Toland Hall on Thursday, March 31; at the CED Hartsook Room on Wednesday, April 13; and in the SFGH Carr Auditorium on Friday, April 15. All three programs will take place from noon to 1:30 p.m.

How are the Funds Performing?

For those invested in the additional savings programs, here are the latest unit values and monthly factors (as of January 31):

- *Accumulation Unit Values*

Equity Fund: $48.39 (-3.34%)*
Bond Fund: $32.10 (-0.35%)*

- *Monthly Factors*

Savings Fund: .0072 (8.99%)**
Money Market Fund: .0067 (8.34%)**
GIC Fund: .0075 (9.38%)**

*Percentages represent total percentage increase over previous 12-month period.

**Percentages represent the most recent returns expressed as an annualized rate compounded monthly. The money market and savings rates change monthly.

Jobs

The Personnel Department, located at 1350 Seventh Avenue, is open to receive applications every weekday from 8 a.m. to 5 p.m. with extended hours on Wednesdays, 8 a.m. to 6:30 p.m. Details of jobs listed below are available in the UCSF Employment Opportunities flyers. Copies are distributed campuswide and also are posted at the Personnel Office and in the main lobby of Moffitt Hospital.

Key to union codes:
AFSCME: CX—Clerical and Allied Services
EX—Patient Care Technical
SX—Service
CNA NX—Registered Nurses

Sciences, Lab & Allied Services

Staff Research Associate I. LPPI. #V-W56070. $1883-$2256. Open Until Filled.

Staff Research Associate I. Pharmacology. #V-S40862. $1883-$2256. Filing Deadline: 3/16/88.

Food Preparation

Senior Food Service Supervisor. Nutrition & Dietetics. $1852-$2117. Open Until Filled. Apply to: Ms. Linda Antolin.

Medical Auxiliary Services

Hospital Unit Service Coordinator III (EX). Nursing. $9.15-$10.87/Hr. Open Until Filled. Apply to: Ms. Jan Collins.

Clerical & Allied Services

Collections Representative (CX). Patient Accounts. #H-A54357. $1917-$2294. Open Until Filled.

Accounting Assistant II (CX). Millberry Union. #V-H56682. $10.56-$12.60/Hr. Open Until Filled.

Administrative Assistant II (CX). Otolaryngology - SFGH. #M-F49410. $1837-$2192. Open Until Filled.

Administrative Assistant II (CX). Radiation Oncology:Hyperthermia. #H-P54833. $1837-$2192. Filing Deadline: 3/16/88.

Principal Typist Clerk (CX). Medicine/Infectious Diseases. #M-C61144. $1618-$1917. Open Until Filled.

Word Processing Specialist (CX). School of Nursing Social & Behavioral Sciences. #V-H46897. $8.63-$10.13/Hr. Open Until Filled.

Senior Clerk (CX). Accounting, CED. #V-H46959. $1422-$1650. Open Until Filled.

Senior Clerk (CX). ACC Lobby. #H-A55934. $1422-$1650. Open Until Filled.

Administrative/ Professional

Programmer/Analyst III. Family & Community Medicine. #M-W54036. $18.37-$22.17/Hr. Filing Deadline: 3/16/88.

Counseling Psychologist I. Employee Assistance Program. #V-B26495. $16.33-$19.70/Hr. Filing Deadline: 3/16/88.

Management Services Officer I. Operating Room. #H-C42348. $2590-$3428. Filing Deadline: 3/16/88.

Administrative Analyst. Medicine/Cardiology, SFGH. #M-C50937. $2358-$2842. Open Until Filled.

Program Representative III. Ob/Gyn, SFGH. #M-W54245. $13.25-$15.95/Hr. Filing Deadline: 3/16/88.

Administrative Assistant III - Supervisor. Epidemiology & International Health, SFGH. #M-F55387. $2099-$2524. Filing Deadline: 3/23/88.

Editor. CVRI. #M-L52511. $2055-$2470. Filing Deadline: 3/16/88.

Psychiatric Inpatient Nursing

For more information on these positions, call Judith Rowe, x67360.

Clinical Nurse II. Children's Unit. $15.32-17.63/hr.

Clinical Nurse II. Psychiatric ICU. $15.32-17.63/hr.

Inpatient Nursing

For more information on the following positions, call nurse recruiter Lynda Purves, x62252.

Clinical Nurse II. Acute Medicine. $15.32-17.63/hr.

Clinical Nurse II. Neurosurgery/Neurology. $15.32-17.63/hr.

Clinical Nurse II. Pediatric Intensive Care Unit. $15.32-17.63/hr.

Clinical Nurse II. Neonatal ICU/Recovery Nursery. $15.32-17.63/hr.

Clinical Nurse II. Gyn/Urol/ENT Surgery. $15.32-17.63/hr.

Clinical Nurse II. Medicine/Cardiology. $15.32-17.63/hr.

Clinical Nurse II. General Adult Surgery. $15.32-17.63/hr.

Clinical Nurse II. Ortho/Micro Surgery. $15.32-17.63/hr.

Clinical Nurse II. Perinatal Services. $15.32-17.63/hr.

Clinical Nurse II. Coronary Care Unit. $15.32-17.63/hr.

Clinical Nurse II. Neurosurgery. $15.32-17.63/hr.

Clinical Nurse II. Critical Care Float. $15.32-17.63/hr.

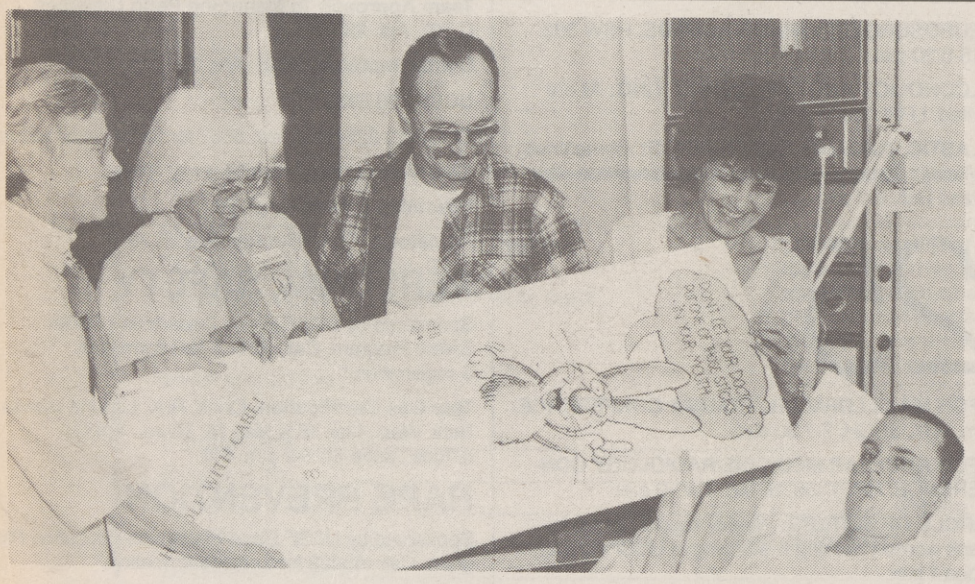
Clinical Nurse II. Pediatric Medicine. $15.32-17.63/hr.

Clinical Nurse II. Cardiovascular/Thoracic/Eye Surgery. $15.32-17.63/hr.

Clinical Nurse II. Kidney Transplant Unit. $15.32-17.63/hr.

Clinical Nurse II. Pediatric/Neonatal Acute Float. $15.32-17.63/hr.

Medsounds Continued



J. Ellis Gets the Prize for Biggest Letter

During the first week of Volunteer Services' patient mail delivery program, the 10 or so participating volunteers came up against all kinds of situations while they were sorting letters.

They got one letter addressed to a patient in the "Broken Leg Department." They got another for a "Mr. T." One patient got mail every day with no return address, just a different animal stamped in the corner of each letter. Some letters had no name at all, just a room. One particular patient got so many dozens of letters, it seemed everybody in her community was writing.

But Jim Ellis of Empire, California, gets the prize for getting the biggest letter of all. This huge envelope arrived in the Thursday morning mail, and volunteers Virginia Dixon (left) and Eunice Stuart carted it up to 8 Long, where Jim Junior's parents, Jim and Sarah, helped him unload the contents.

Administration's Richard Roginski, who's coordinating the program in conjunction with Volunteer Services, sums up the new service as "a great little touch for patients" on behalf of the volunteers. "It helps the nurses, too—by freeing them up a little."

Of course you would like to know the identities of the volunteer mail carriers, in preparation for your personal acknowledgement when they come your way: In addition to Virginia and Eunice, they include Tony Giacone, Yvonne Gleason, Gladys Henderson, Lionel Kroner, Roy Loutzenheiser, Abram Martin, Margot Segal and Nelly Von Steen.

Dunselman *(continued)*

meditation, therapeutic touch, and movement and imagery exercises.

The proof of whether or not all these various techniques were effective lay, of course, in whether or not they were helping patients manage their psoriasis. The truth is that the medical treatment, in combination with education and the "alternative therapies," as Mary calls them, were found to be so effective, that similar programs all over the nation were opened up and patterned after our Center. Mary even traveled as far as Dublin, Ireland, to address the crowd when a similar program opened there. Back on the home front, she won the Distinguished Nurse Award in 1986 for her pioneering work.

Now, will someone please tear this out and send it to Bill Cosby? Once he reads about Mary's remarkable success, he'll want to tell all his friends, "I knew her when."

There's a good story behind this photo, but *Medsounds* is semi-sworn not to tell it. We'll give you a hint: The scene is the new location of the Psoriasis Day Care Center, on the Saturday morning they were supposed to move. In the background we have the Center's Mary Dunselman, asleep, as observed by husband Peter. Next to Peter is another staff member, Kathy Bush. And of course you recognize the dynamic trio in the foreground—Alton Simond, "Lat" Latimore and Joe Eshavarr from Transport. So what's the scoop? Did everyone decide that Saturday morning is a lousy time to work, so just forget it? Or did everyone think everyone else had the keys to the building and come to find out no one had the keys and no one knew who did? You gotta ask one of the people in the picture. Or Kirby Maples.

Medsounds Continued

Peggy Winnett Takes Patients on a Trip to the Land of "Elder Tales"

For about a month now, volunteer Peggy Winnett has been calling on adult patients to read them a story or two, if they like. The program, similar in concept to the Book Buddies program for pediatric patients, is unique in that this is the first time such a program has been extended to adults.

But here's the really intriguing part. What do you suppose Peggy reads to these fully mature patients? Articles from the *New Yorker*? Clippings from *Time*? Excerpts from best-sellers? No. She reads them fairy tales. And so far, she says, the stories are being very well-received.

These stories, however, probably are not the classic examples that come to mind when you think "fairy tale." These are actually "elder tales,"—stories in which the protagonist is middle aged or older.

Peggy first heard about this category of fairy tales in a class at San Francisco's Jung Institute. An avid reader who loves stories, she enrolled in a course on the psychology of archetypes in fairy tales. One of the guest speakers was Allan Chinen, assistant clinical professor of psychiatry on our faculty. His topic: Elder tales.

It turns out that Dr. Chinen has held a lifelong interest in fairy tales, out of which has grown his specific interest in stories centering around older adults—or elder tales, as he named them. In preparation for his forthcoming book, *Forever After*—a collection of elder tales augmented with Chinen's psychological interpretations—he poured through an estimated 5,000 fairy tales from around the world. He brought a bit of his authority to Peggy's class.

Peggy was impressed. At the time, she was reading to the kids as a Book Buddy, a job she found to be wholly worthwhile. But Dr. Chinen's talk had planted a seed in her mind. She wondered if there wasn't a place for reading to the elderly as well. And it occurred to her that these elder tales might be the ideal reading material.

She proposed the idea to Volunteer Services director Leona Hansen-Nealey, who in turn hooked her up with Micaela Presti, clinical nurse specialist in geriatrics. Micaela loved the idea, and paved the way for Peggy to get her program started. Peggy then called Dr. Chinen, and obtained a collection of these elder tales. Her approach has been to introduce herself to patients, chat for a few minutes, and then bring up the idea of reading a fairy tale or two.

"Some patients are hesitant at first," she says, "but in most cases, consent to hearing a story. Often, they enjoy the first tale so much, they ask to hear another."

Dr. Chinen is not surprised. "Like all fairy tales, the stories take the reader—or listener—away to another time and place. But unlike the classic fairy tales, the elder tales often focus on the positive things that develop with age, especially the wisdom that comes with age. Older adults can very easily identify with these stories."

Dr. Chinen has written a number of fairy tales of his own—focusing on adults, naturally—which will be the contents of a second book, *Middle Tales*. Both of his books are expected out in December 1988.

Meanwhile, Peggy is anxiously awaiting Dr. Chinen's books, so she can add to her library. Volunteer Services is also taking contributions of reading material for adults, including story collections, poetry, etc.

And Micaela is extending her personal invitation to anyone interested in joining the ranks of what they've dubbed the "Elder Tales Program." If you enjoy reading aloud, and this sounds like the place for you, call Volunteer Services at x61196.

Here is Peggy, caught in the act of telling an elder tale to Rita White of Palo Alto. To her left is elder tale expert Allan Chinen.

Medshorts

Hooray for all the people who have donated blood in the new Blood Donor Center. Business is booming, says Jean Katz, Donor Center supervisor. At this writing, they already had received about 175 donations. And get this: They're getting about 5 donations a day from volunteer employee donors. You can help keep the momentum going by making a date to donate by calling x66989. The Center is located in M 80.

"***Medsounds* should mention the widespread participation among CED Med Center employees in Black Heritage Month events,"** someone suggested. Okay. Good examples: Brazola Spencer from Patient Accounts headed the committee that was responsible for all the displays—above and inside Millberry Union, in the Medical Science Lobby and at CED. James Jones, a member of the Accounts Receivable staff (and also a minister) shared the podium with the likes of NAACP president Lulann McGriffin during the big February 22 Black History celebration at CED. And thanks to Al Naklowycz, Marcellus Martin, Ron Schumacher (and Terry Johnson from Campus Accounting) for digging deep into their budgets to find the funds for the fine food for this event.

If you're walking by Nursing Administration or the Patient Accounts satellite on the first floor of Moffitt, the occupants of these adjoining offices invite you to stop in and see the changes that have taken place in their respective physical appearances (of the offices, that is). In Nursing Administration, the occupants have shuffled around so that the division directors' administrative assistants—Elaine Shanahan, Cheryl Weisker, and newly hired Kathy Macaulay—have moved out of the middle into their own little headquarters. They're quite proud of it. And the financial counseling staff next door—Nancy Lock, Patrick Saweryn, Gilbert Fan, Paul Gofigan and David Kemmeries—have also moved out of the middle into separate modules. "Proud" is not quite the word to describe their first impression of their modularization. It's more like, well, they're contemplating it.

What do you get if you win the Beartique's March drawing? An Easter basket centerpiece donated by the new florist supplying the gift shop. Every time you make a $5 purchase at the Beartique you earn yourself a chance at the stakes.

Paul Tevlin

"Are we not men?" Yes, you are Biomed techs Cass Holland and Richard Fechter.

And finally, if you've got a slow day around the office, go visit the engineering wizards in Biomed—the fellows who fix all the hospital equipment. You'll find them in M 24. A recent five-minute tour included the following attractions: (1) Richard Fechter's stereo chair, a giant sit-down version of the Walkman; (2) A basketball hoop that plays music when you make a basket (they make all this stuff themselves, naturally); (3) A collection of notes people have tacked on to broken equipment, offering strange explanations to Biomed as to what's wrong; and (4) A demonstration of why computers stop working, including a live example sent down by a department we'll leave unnamed. Someone had dumped a cup of coffee in the keyboard. (This was not mentioned in the tacked-on note.)

That Kidney Transplant Unit—they're always up to something. This time it was a *fiesta*, since the Spanish-speaking population recently claimed the majority in the unit. Co-conspirators Tammy Ries (pictured, left) and Gilda Alas strung up the pinata between two IV stands with the help of patient Fausto Ortega (right). Here, patient Maria De Dualte, blindfolded with a bandage, takes a crack at whacking open the pinata.

Snazzy New Look for Materiel Services

Members of the Materiel Services staff have traded in their former smocks for crisp white coats, embellished with a special insignia representing their department. To come up with this insignia, staff members were invited to submit designs in a contest, enticed by a dinner out on the town for the winner. The end result is actually a combination of the designs submitted by Josefina Dizon, Danny Alexander and Charlene Sims, pictured here modeling their new coats. (All three are going out to dinner.)

If you look closely at the patch, you'll see it's embroidered with a new logo, plus a hemostat and medical supply cart, symbolizing the myriad sterile supplies provided by the department.

UCSF Medsounds

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Kitzmiller on "Sweet Success": We Have to Get the Word Out

John Kitzmiller, chief of obstetrics at UCSF, came before the press last week with California Department of Health director Kenneth Kizer, Blue Cross vice president Brian Gould and Chancellor Krevans. Their message:

Help us spread the word about "Sweet Success," a program that helps women with diabetes have healthy babies.

"In the past," Dr. Kitzmiller told the press, "many diabetic women have chosen not to have children out of fear of birth defects.

"The results from Sweet Success show that a diabetic woman's chance of having a malformed baby can be cut from five times above average to normal."

The birth defects associated with diabetes form within the first six to seven weeks of pregnancy, when key organs are developing—often before a women knows she is pregnant. "We still don't know if the culprit is high blood sugar itself or something that goes along with it," said Dr. Kitzmiller.

What *is* known, based on the results from the Sweet Success program, is if a woman's diabetes is carefully kept under control both before becoming pregnant and during these first critical weeks of pregnancy, her chances of having a normal baby are the same as for a woman without diabetes.

What exactly is Sweet Success? It's a program pioneered over the past six years by Dr. Kitzmiller and sponsored by the California Department of Health Services. The first of its kind in the nation, the program now exists in eight regional centers around the state. The North Coast Regional Center, directed by Dr. Kitzmiller, is located jointly at the Med Center at UCSF and the SF Children's Hospital Medical Center.

Bruce Cook

Martha Clark and Terri Molano, both diabetics, exemplify the Sweet Success story. Martha (second from left), who hadn't even considered having a baby before she heard about Sweet Success, entered the program six months before attempting pregnancy. She had a healthy baby girl, Maisie, 15 months ago. Terri (right) didn't hear about the program until after she was pregnant with Santi, who was born with a urinary tract malformation. Fortunately, in this case, it was a correctable problem. She is now enrolled pre-pregnant in the program in anticipation of a second baby. With Martha and Terri are Dr. Kitzmiller (center) and diabetes clinical nurse specialist Patrice Farley.

The UCSF branch is located in the Obstetrics Clinic on the eighth floor of the ACC. There, every Wednesday morning, participants learn to closely monitor and control their blood sugar levels, working with a team that includes Dr. Kitzmiller, high-risk nurse April Devine, nutritionist Veronica Morrissey, social worker Venetta Bassett-Campbell, secretary Christina Flores and several part-time representatives from the Children's Hospital program.

Women who already are pregnant may join the program, including those who develop gestational diabetes—diabetes which develops during pregnancy. "But the crux of the program," said Dr. Kitzmiller at the press conference, "is to reach women with diabetes and educate them before they are pregnant."

This effort is being boosted by the state's sponsorship of the program, which, in some cases, subsidizes the costs to participants. Blue Cross of California has further endorsed the program by announcing that it will pay any additional costs for members of its insurance plan. Sweet Success, said Blue Cross vice president Brian Gould, is "not only clinically sound, it's economically rational."

About 2,000 diabetic Californians become pregnant each year. "If 10% of these women have babies with birth defects, that's a lot of suffering and tragedy and a huge expense," said Dr. Kitzmiller. "Lowering the toll could save Californians some $14 million in intensive care costs."

Doris Weyl-Feyling, administrative nurse and nurse practitioner in the OB Clinic, says the staff was extremely pleased with the arrival of Dr. Kitzmiller last year and the addition of the Sweet Success program to their services. "We already were seeing patients with diabetes as a part of our high-risk services, but the Sweet Success program provides a standard of care for the diabetic population."

There was a good deal of preparation to accommodate the new program, she says—including creating a space, building a new room, rearranging the clinic schedule, making new forms and further education for April and Veronica, who became certified as diabetes educators. "But it was all in the name of adding to our services, becoming even more comprehensive."

Psoriasis Day Care Center: It's Come a Long Way from the "Little House on the Prairie"

The Psoriasis Day Care Center—newly renamed Psoriasis and Skin Treatment Center—just moved into a freshly renovated 3,800 square foot facility at 515 Spruce Street, across the street from the Laurel Village shopping center.

They've come a long way from "the Little House on the Prairie," as the staff affectionately dubbed their first location—a 900-square-foot space in a house on Third Avenue.

Fifteen years ago the Center opened with one patient. The concept—to extend traditional inpatient treatment methods to an affordable and accessible outpatient program—was brand new. And it worked very well. The program grew, the staff expanded, the clientele continually increased, and pretty soon the Little House on the Prairie was bursting at the seams.

That's when they moved into the bigger house on Kirkham. This house, located behind the School of Dentistry, served them very well for many years. They could accommodate as many as 14 patients, and the staff grew to include eight full and part-time employees: Manager Mary Dunselman, RNs June Loskutoff and Rene Dalovisio; per diem nurses Marty Reynolds, Mary Bernstein, Susan Alexander and Kathy Bush; and outpatient light therapy coordinator Pat McClelland. The relocation to Spruce Street, triggered by the campus's commitment to turn our houses on 3rd and 5th Avenues back into residences, marks another step in the development of the Center. The new location, a former medical office building, has been renovated specifically to fit the needs of the program.

Patients generally come to the Center Monday through Saturday for a period of 18 to 21 days, until the outbreak of psoriasis is under control. The program combines both skin care, which consists of daily applications of crude coal tar and periods of exposure to ultraviolet light; and psycho-social care, which involves education and exercises in coping and stress reduction.

Psoriasis is a genetic disorder, but it is not contagious. The outbreaks can range from recurring itchy, scaly patches of skin to the formation of large, thick hardened plaques on various parts of the body. The condition can't be cured, but as witnessed by 15 years of excellent results in the Psoriasis Day Care Center, it can be managed very effectively.

Susan Alexander and June Loskutoff present a glimpse of their new worksite.

Child Life Services says: Enter "Children & Hospitals" Contest

Contest groupies, take note: Child Life Services says there's a *good prize* involved for the winner of the "Children and Hospitals Week" contest.

Here's how you enter: Attend Child Life Services' "Children and Hospitals Week" open house in the Playroom and McKesson Family Annex on Thursday, March 24, anytime between noon and 2 p.m. There'll you'll find a form that says "Children need...."

All you do is finish the sentence. The theme for this national observance during the week of March 20 through 26, explains CLS's Joan Kazerounian, is "awareness of children's and families' needs in health care." Your answer should tie in with this theme. If you can't come to the open house, just jot down your entry and send it to Child Life Services, Box 0210, so that it arrives by March 24. The winner will be announced right here in *Medsounds.*

They have some other things planned for for the week, says Joan, including a scavenger hunt for the kids, special events in the playroom and an artwork display in pediatrics, radiology, the cafeteria and the lobby.

Psoriasis Center's Mary Dunselman: She and Bill Cosby Got Career Starts Together

"I like to joke that Bill Cosby and I got started in our careers together," says Mary Dunselman, who has been the administrative nurse in the Psoriasis Day Care Center since it opened 15 years ago.

"During most of the '60's I worked in a doctor's office in San Francisco, and one of our patients was a publicity agent. If a visiting movie star needed a doctor, the agent would refer him to us. That's how I met Bill Cosby. He was relatively unknown, of course, at the time. He was playing at the "hungry i," and was always telling me, "You have to come see the show, Mary."

She did, of course. On several occasions. And when he made his first record, he promptly came in and presented her with a copy. "I can't accept it until you sign it," she told him. He acted surprised that she would ask such a thing, Mary remembers—surprised that someone actually would want his autograph.

So there you have it: The 1960s in San Francisco, when Bill Cosby was making his imprint as a comedian, and Mary Dunselman was making hers as a nurse. Bill went on to amazing fame and fortune; and Mary went on to—let us not discount this—the amazing Medical Center at UCSF.

"I started here January 1, 1970," she says. "I interviewed with Carol Kreer, and went to work on 10 North-South." 10 NS was a medical unit at the time, calling for the kind of nursing Mary had practiced since the start of her career. The advent of the Psoriasis Day Care Center in 1973 set her career on a whole new path.

"About the time I was feeling I needed to make a change," she says, "Dr. Cram (dermatologist David Cram) was putting together the pieces for the Psoriasis Day Care Center and recruiting for a head nurse.

Encouraged by Nursing Administration, she applied for the job—and got it. The next thing she knew, she was participating in the opening of the Psoriasis Day Care Center, the first of its kind on the continent. They had a staff of two—and one patient.

They had nowhere to go but grow and develop. With Dr. Cram at the helm of the medical treatment, Mary began to look at some of the other aspects of psoriasis—the emotional needs, the social stigmas, self-image problems, the stress factors that both contribute to the cause and result from the outbreaks.

She studied group dynamics, and then incorporated patient support groups as an important part of the program. She studied relaxation techniques, and, one by one, brought many avenues of stress management into the program—including yoga,

(continued on page 6)

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- **See the Olympic skaters with EMPACT!—or go rock fishing with the Oyster Pointers**, see page two.
- **What's our economic impact on the City of SF?** See page one.